

[Company Name]
Work Experience (Sample Form)

Sample 1:

Please provide a full account of your work experience since high school. If job-related, include military service and volunteer work. If you were known by any other name at a previous place of employment, please state the other full name and date of use.

Sample 2:

Please provide a full accounting of your work history including periods of time for the past 10 years, whether you were employed or unemployed.

Present Employer:

Name: _____

Address: _____

Reason for wanting new job: _____

Can present employer be contacted? Yes No

Job Pay Rate: _____

Past Employers: (Starting with most previous employer)

Past Employer #1:

Name: _____

Address: _____

Describe job: _____

Job Pay Rate: _____

Supervisor's Name: _____

Reason for Leaving: _____

Past Employer #2:

Name: _____

Address: _____

Describe job: _____

Job Pay Rate: _____

Supervisor's Name: _____

Reason for Leaving: _____

Past Employer #3:

Name: _____

Address: _____

Describe job: _____

Job Pay Rate: _____

Supervisor's Name: _____

Reason for Leaving: _____

Past Employer #4:

Name: _____

Address: _____

Describe job: _____

Job Pay Rate: _____

Supervisor's Name: _____

Reason for Leaving: _____

Past Employer #5:

Name: _____

Address: _____

Describe job: _____

Job Pay Rate: _____

Supervisor's Name: _____

Reason for Leaving: _____

Skills:

Describe the skills you have that you believe are of value to the position applied for (Example: Machines Operated, Typing Speed, etc.).

[Note: Ask about what particular skills are needed in your plant or office. Ask about language fluency only if it's a business necessity; otherwise, ask after you have hired the applicant.]

Skill #1: _____

Skill #2: _____

Skill #3: _____

Skill #4: _____

Skill #5: _____

Skill #6: _____

Bonding:

[Note: Ask if an applicant has ever been refused or forfeited a surety bond only if the position that is being applied for requires a boned employee.]

Have you ever been refused or forfeited a surety bond? Yes No

If yes, explain: _____
