

# Jobs / Gap Sheet

**15. WORK HISTORY:** Complete this section in detail. All fields **MUST** be completed to be considered for grading. Begin with most recent position title and work backward. If you have an **extensive** work history with one employer, **list each change in position title separately** including duties and dates associated with each. If additional space is needed, click the "Add Another Employment Record" button or attach a separate sheet following the same format as below. Resumes submitted must be in same format as the application. Attach additional sheets/resumes to the application.

- INCLUDE THE FOLLOWING INFORMATION:
- College internships/practicums successfully completed
  - Military experience including dates, listing each change in rank and title
  - Related volunteer experience including dates and hours worked

Current (or last) Employer \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Position Title \_\_\_\_\_

Average Number of Hours Worked Per Week \_\_\_\_\_ Current/Last Salary \$ \_\_\_\_\_ /Month

Dates of Employment Month  Year  To Month  Year  Total Years  Months

Supervisory Responsibility: If you supervised employees, record the number supervised in the following categories:

Manual/Trades \_\_\_\_\_ Professional \_\_\_\_\_ Technical/Para-Professional \_\_\_\_\_ Clerical \_\_\_\_\_ Administrative \_\_\_\_\_

Describe in detail the duties you performed in this position title: (Entry area expands to accommodate your response.)

Reason for Leaving: \_\_\_\_\_

Past Employer \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Position Title \_\_\_\_\_

Average Number of Hours Worked Per Week \_\_\_\_\_ Current/Last Salary \$ \_\_\_\_\_ /Month

Dates of Employment Month  Year  To Month  Year  Total Years  Months

Supervisory Responsibility: List the Number of Employees You Supervised in the Appropriate Fields Below

Manual/Trades \_\_\_\_\_ Professional \_\_\_\_\_ Technical/Para-Professional \_\_\_\_\_ Clerical \_\_\_\_\_ Administrative \_\_\_\_\_

Describe, in detail, the duties you performed in this position title: (Entry area expands to accommodate your response.)

Reason for Leaving: \_\_\_\_\_

Past Employer \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Position Title \_\_\_\_\_

Average Number of Hours Worked Per Week \_\_\_\_\_ Current/Last Salary \$ \_\_\_\_\_ /Month

Dates of Employment Month  Year  To Month  Year  Total Years  Months

Supervisory Responsibility: List the Number of Employees You Supervised in the Appropriate Fields Below

Manual/Trades \_\_\_\_\_ Professional \_\_\_\_\_ Technical/Para-Professional \_\_\_\_\_ Clerical \_\_\_\_\_ Administrative \_\_\_\_\_

Describe, in detail, the duties you performed in this position title: (Entry area expands to accommodate your response.)

Reason for Leaving: \_\_\_\_\_

Past Employer \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Position Title \_\_\_\_\_

Average Number of Hours Worked Per Week \_\_\_\_\_ Current/Last Salary \$ \_\_\_\_\_ /Month

Dates of Employment Month  Year  To Month  Year  Total Years  Months

Supervisory Responsibility: List the Number of Employees You Supervised in the Appropriate Fields Below

Manual/Trades \_\_\_\_\_ Professional \_\_\_\_\_ Technical/Para-Professional \_\_\_\_\_ Clerical \_\_\_\_\_ Administrative \_\_\_\_\_

Describe, in detail, the duties you performed in this position title: (Entry area expands to accommodate your response.)

Reason for Leaving: \_\_\_\_\_