

# Work Experience Documentation

Last Name

First Name

MI

Last 4 SSN

Position Title

Phone

Email

**AFFIRMATION:** I certify under penalty of law and disqualification that all statements are true and complete. I authorize the State of West Virginia and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application. I release the State of West Virginia and any agent acting on its behalf from any and all liability by reason of the request for such information. I further authorize and request each former employer educational institution, or organization (including law enforcement agencies) to provide all information that may be sought in connection with this application.

Signature

Date

*I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.*

**EMPLOYMENT HISTORY:** List all work experience (including military experience) beginning with your present/most recent employer and work back. Changes in title, duties, or employment status with the same employer must be listed as separate jobs. Be sure to show employment dates and hours worked per week, and for paid work, you must list a salary. If more space is needed to describe your duties, continue into the next box. If more space is needed for job duties, continue into next section or attach additional pages. **IMPORTANT: Resumés are not accepted.**

EMPLOYER NAME	EMPLOYER ADDRESS		EMPLOYER PHONE	BUSINESS TYPE
SUPERVISOR'S NAME	YOUR JOB TITLE	LAST SALARY	EMPLOYMENT DATES (month/year)	
			From	To
EMPLOYMENT STATUS	HOURS WORKED			
<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time                        Hours Worked Per Week				
SUPERVISORY EXPERIENCE				
Did you supervise employees?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Date you began supervising (month/year)	
List title(s) and number(s) of employees you officially supervised				
DETAILED DESCRIPTION OF YOUR JOB DUTIES				

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