

RECORD OF JOBS, SCHOOLS, & NOT WORKING

Many airport employers ask you to write down all the history of the times you were working, not working, or in school for the **last 10 years** on their applications for jobs. Write your history on this form; then you can use to help you fill out applications at Airport Jobs.

- Start with **today**. Are you working? In school? Not working? Go **backwards** writing your history for the last 10 years **leaving no gaps in dates**.
- Use the “**Not working, not in school**” boxes to explain any periods of unemployment in excess of 30 days.

STARTING _____ / _____ Month / Year	Not working, not in school Write the reason (Travel, Looking for work, Relocating, etc.)
ENDING _____ / _____ Month / Year	

STARTING: _____ / _____ Month / Year	JOB or SCHOOL	Position & Duties _____ _____ _____
ENDING: _____ / _____ Month / Year	Company or School Name _____ Address _____ City _____ State _____ Zip _____ Country _____ Phone _____ Reason for leaving _____	Supervisor _____ Final Pay _____

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Professional References

List *three people (not family)* who can talk about your work habits and personal traits (such as reliability, punctuality, attendance, attitude, etc.). List only references who live in the U.S. Examples: co-workers, teachers, school counselors, coaches, clergy or adult friends of the family.

First & Last Name	Address, City, State, Zip	Phone Number	Occupation	Number of years known

Application & Follow Up Tips

Application Tips:

- Use black or blue ink & use same color throughout the application
- Don't fold or bend application
- Follow directions on applications carefully and make sure it is readable & complete
- Don't use white out for mistakes. Cross through the error with a single line & write correction above or below

Follow Up Tips:

- Write the date you turned in the application on job description & keep for your records
- If there is a phone # in the contact information box on the job description, you can call to follow up if you have not heard from the employer after 2 weeks of turning in your application
- If there is no phone #, you will not be able to follow up with this employer