



Employment Transition Worksheet

First name	MI	Last name				Date
Home address		City	State	ZIP	Home phone	Work phone/ext.
Current title				Department		

Education

Are you a high school graduate or have you completed an equivalent educational program (i.e. GED, HSED): Yes No
 List schools attended, dates attended, degrees received, and your primary area of study.

School/City/State	Course of Study	Completed		Diploma/ Degree	Dates Attended	
		Yes	No		From	To

Professional Licenses/Certifications

List any licenses and certificates which you currently hold or have recently held.

Type	State Issued	Date Issued (m/d/y)	Date Expires (m/d/y)	Registration Number

Work History

List all current and past employers. Include additional pages if necessary. Include any job related military service assignments. You may exclude organizations, which indicate race, color, religion, gender, sexual orientation, national origin, disability, or other protected status.

Employer		Dates Employed		Duties
		From	To	
Address (city, state, country)				
Job title	Department			
Employer		Dates Employed		Duties
		From	To	
Address (city, state, country)				
Job title	Department			
Employer		Dates Employed		Duties
		From	To	
Address (city, state, country)				
Job title	Department			

I understand and voluntarily agree that the information I have provided on this Employment Transition Worksheet is true and complete to the best of my knowledge.

Signature _____ Date (m/d/y) ____ / ____ / ____