

My Employment and Volunteer History

Work and volunteer history is an important part of an application. You must write details about all **past jobs** and **volunteer experiences** on most applications.

When you fill out an application you will need the following information:

- | | |
|--------------------------------|--|
| • Place of employment | Where did you work or volunteer? |
| • Dates of employment | When did you work or volunteer? |
| • Title | What was the name of your job |
| • Salary | What was your pay? |
| • Supervisor | Who was your supervisor? |
| • Duties | What did you do? |
| • Reason for leaving | Why did you stop working or volunteering? |
| • Permission to contact | Can the company call your past supervisor? |

Remember!

All information you write on an application must be **true and accurate**. Do not write **false or incorrect** information.

Speaking Practice

Why is it important to write only **true and accurate** information on an application?

Volunteering

Do you like to work with people? Do you want to practice speaking English in the community? Do you have a skill you can **share**? Do you need more work experience to write on job applications?

If you answered “yes” to any question, think about **volunteering**!

Volunteers **donate** time, skills and knowledge to help the community. Volunteers can work with children, adults and animals. Volunteers can work on computers, talk on the phone and teach. Volunteers can work in English and in other languages. There are many different **opportunities** to volunteer.

As a volunteer, you can practice speaking English with people in the community. You will also learn how to work with many different people. Volunteer experience is very important for job applications, especially if you don’t have a lot of work history.

Go to volunteeryourtime.org to look for volunteer opportunities.

Speaking Practice

Why is volunteering important for the community?

How can volunteering benefit you?

What skills do you have? What can you teach people in our community?

Where have you volunteered? Where can you volunteer?

Reading Practice

Work History Example

Company: Literacy Network **Start Date:** 1/14/2013 **End Date:** 6/17/2013

Address: 1118 S Park St **City:** Madison **State:** WI **Zip:** 53715

Supervisor: Bob Sander **Phone:** 608-244-3911 **May we contact?** ☒ YES ☐ NO

Position Title: Volunteer Translator **Starting Salary:** N/A **Ending Salary:** N/A

List the duties you performed, skills used or learned and promotions:

I translated documents from English to Spanish. I called Spanish-speaking students to register them for English classes. I entered class attendance into a computer database.

Reason for Leaving (be specific): My schedule changed. I began a class at the technical college to learn more about medical interpreting.

1. Where did Sandy work? _____
2. When did she start? _____
3. Was she a **paid staff** or volunteer? _____
4. Why did she leave? _____

5. Who was her supervisor? _____
6. What did she do as a Volunteer Translator? _____

Writing Practice

When you write about your work history you will use the past tense. Think about your **most recent job**.

Where did you work?

I workeded at _____.

When did you start your employment?

I starteded on _____.

What was your title?

My title was _____.

Who was your supervisor?

My supervisor was _____.

When did you end your employment?

My employment endeded on _____.

What were your duties?

I _____.

I _____.

I _____.

What did you learn at your job?

I learned _____.

Why did you leave your job?

I left because _____

_____.

Work History

List ALL work experience beginning with your **most recent job**.

Company: _____ Start Date: _____ End Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Supervisor: _____ Phone: _____ May we contact? YES / NO

Position Title: _____ Starting Salary: _____ Ending Salary: _____

List the duties you performed, skills used or learned and promotions: _____

Reason for leaving (be specific): _____

Company: _____ Start Date: _____ End Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Supervisor: _____ Phone: _____ May we contact? YES / NO

Position Title: _____ Starting Salary: _____ Ending Salary: _____

List the duties you performed, skills used or learned and promotions: _____

Reason for leaving (be specific): _____

Company: _____ Start Date: _____ End Date: _____

Supervisor: _____ Phone: _____ May we contact? YES / NO

Supervisor: _____ Phone: _____ May we contact? YES NO

Position Title: _____ Starting Salary: _____ Ending Salary: _____

List the duties you performed, skills used or learned and promotions: _____

Reason for leaving (be specific): _____