Employee History Record

GENERAL INFORMATION

Name		Employment Date
Address	City	State Zip
Address	City	State Zip
Address	City	State Zip
Home Telephone	Department	Employee Number

REFERENCE INFORMATION

Status ☐ Full-time ☐ Part-time	Length of Employment 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21			
	in Years. (CIRCLE) 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40			

Birth Date	Sex	Marital Status	Name of Spouse		Number of Dependents
Social Security No.		Number of Withholdings	Union Member?	Date Joined Union	
In Case of Emergency Contact	Telephone	City		State	Zip
Or Contact	Telephone	City		State	Zip

Group Health Eligible Date Date Joined Date Quit	Pension Plan Eligible Date Date Joined Date Quit
Life Insurance Eligible Date Date Joined Date Quit	Credit Union Eligible Date Date Joined Date Quit

EDUCATION

Education: Grade School	High School	College/University	Degree Attained
Special Skills or Training			
Company Training Received			

EMPLOYMENT HISTORY

Dates From/To	Department and Position	Wage or Salary Rate	Explanation for Change
Date of Termination	Reason for Termination	Recommend Rehire?	Reason