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| ***WORK EXPERIENCE SHEET*** |
| ***Instructions: 1.*** *Include only the work experiences relevant to the position being applied for.*  *2. The**duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed starting with the most recent/present employment* |
| * Duration: * Position: * Name of Office/Unit: * Immediate Supervisor: * Name of Agency/Organization and Location: * List of Accomplishments and Contributions (if any)      * Summary of Actual Duties |
| * Duration: * Position: * Name of Office/Unit: * Immediate Supervisor: * Name of Agency/Organization and Location: * List of Accomplishments and Contributions (if any) * Summary of Actual Duties |

***Attachment to CS Form No. 212***

(Signature over Printed Name

of Employee/Applicant)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_