






WAYS TO GET YOUR EMPLOYMENT HISTORY

Instructions

- 1 Contact your previous employer's human resources department . If you already know the places you worked and just need more detailed information such as start and end dates, the company's human resources department is likely to have your information on file.
- 2 Check your old tax forms. If you've kept your tax records over the years, you can reference your W-2s to gather information about your past employment history. If you are missing any tax forms, you can call the Internal Revenue Service  help line and ask for this information.
- 3 Order your detailed Social Security summary report from the Social Security Administration. To do so, you must fill out Form SSA-7050-F4, Request For Social Security Earnings. Be sure you indicate you are requesting a detailed report. There is a fee, and it can take several weeks to process, but it contains your entire employment history. When completing the form, check the Detailed Earnings Information box. State the number of years you want the search to include.
- 4 Conduct a public records search. This is especially useful if you were a school or government employee. Employment records for these people are public and anyone can request access to them. Your city's records department, or the university  or school where you worked would have this information on file.

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Go to the Social Security Administration website

- 1 Type www.socialsecurity.gov in your Internet browser. Press "Enter" on your keyboard.
- 2 Wait for the main page to fully load. Locate the Search box near the upper left corner of the page. Type "Social Security earnings form" and click "Go."
- 3 Click on the first search result that reads, "Form to Request Social Security Earnings Information."
- 4 Read the instructions on the next page. You will need Adobe Acrobat  Reader in order to download and open the form. If you do not have it installed, follow the instructions on the screen to obtain the program.
- 5 Click the link that reads, "SSA-750 in." If Adobe is successfully installed on your computer , it should open in a separate window.
- 6 Print the form. Follow the instructions starting at the top of the first page. It will tell you how to complete it. It will also explain in more detail what information you are requesting. Page 2 is the first page on which you actually give information.
- 7 Determine what type of payment you are going to use and how much money you need to send with the form. The amounts differ depending on how many years back you need to search; amounts are listed on the third page.
- 8 Complete your billing information on the fourth page; if you are paying by credit card, note it as requested in the form. If paying by check or money order, be sure to include it. Mail your form.

Read more: How Can I Obtain a List of My Previous Employers? | eHow.com http://www.ehow.com/how_5329270_can-obtain-list-previous-employers.html#ixzz2OoF34nFA