

Recreating Work History

The [AtoZ Reference Database](#) can help people find historical and current business data including addresses and phone numbers. You do need a library card number to login remotely.

Information below from the article *The Meaning of Work History in Job Applications*:

“When you can't remember your work history, there is information available that you can use to recreate your personal employment history. Below are some suggestions for creating your job history:

- **Contact Prior Employers.** Contact the human resources departments of your previous employers. Say that you would like to confirm the exact dates of your employment with the company.
- **Look at Your Tax Returns.** Check out your old tax returns and tax forms, which should have information on your employment over previous years.
- **Check with your state unemployment office.** Often, unemployment offices will provide individuals with their employment histories. However, they typically only have information on in-state employment histories.
- **Contact the Social Security Administration.** You can [request earnings information](#) from the Social Security Administration (SSA). After filling out a form, the SSA will usually release information on your work history. Keep in mind that sometimes the SSA charges a fee, depending on how far back you want the information to go, and how much detail you need.
- **Don't Pay for Information.** With the exception of the SSA, you should not pay someone to find your work history or to create a list of your work history for you.
- **Keep Track of Your History.** Once you have your work history, compile it into a list and save it somewhere. Be sure to update it regularly. You can then refer to this list any time you apply for jobs.”

Citation: Doyle, Alison. “The Meaning of Work History in Job Applications.” Balance Careers, Dot Dash, 4/10/2019, <https://www.thebalancecareers.com/work-history-definition-with-examples-2060468>.