

# Work History Instructions

Edward Jones requires your full 10-year work history to be documented. All months need to be accounted for, starting with the current month and going back 10 years. If you do not have 10 years of past regular work experience, you must still include whatever other types of work experience you have had within that time frame, to include internship(s), work study, part-time/seasonal work or if you were unemployed or self-employed. For all employment and unemployment history, please remember to include the following:

- Each position held with the same employer (list each as a separate entry)
- All positions regardless of income
- Gaps of employment (please provide reason in Previous Employer field)
  - NOTE:** If a gap of employment is due to attending school, please enter 'STUDENT' in the Previous Employer field, complete the address fields, select 'N/A Student' for Reason for Leaving and enter \$0.00 for Earned Income.*
- Income/Earnings
- Dates of employment/unemployment
- Reasons for leaving current and past employment

Please review these sections to identify any and all gaps before proceeding. Unemployment is not a bar to employment, but must be reflected for your full 10 year work history to be fully documented. You will not be able to continue filling out this application until this section has been completed with the required information.

It is critical that the information you provide be accurate and complete. Inaccurate, misleading or incomplete information could delay the hiring process, result in your application being declined, or, if you are hired, result in your employment being terminated.

**Experienced Financial Advisors:** Please list each entity with which you were associated even if the time period of your association overlaps. For a listing of the names of all entities with when you were associated, refer to:  
<http://brokercheck.finra.org/Search/Search.aspx>.

