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Not enough employment history

Annie Titiloye - 2025-02-03 - Comments (0) - Xavier - Employee screening portal

Sometimes we are asked to request employment history for a number of years and you may not have as many years of employment history. This may happen if we are asking for a long employment history of say 10 years, or if you are new into the employment market and have not had as many years of experience to disclose.

When there is no more employment history to disclose

Ensure that you enter all the employment history that you entered in your CV/Resume when you applied for the job role, as we will want to make sure that we have checked everything from your CV

- [Step 1:](#) Enter all employment history that you do have
- [Step 2:](#) Enter a start date for the previous employment that is earlier than the number of years of history that we are asking for
- [Step 3:](#) Complete the gap section

Step 1: Enter the employment history that you do have

- If we are asking you for 5 years of employment history and you have 2 years of history then please start by entering the previous employments information that you have as accurately as possible

Step 2: The system will automatically assume there is a previous employment if the total number of years have not been covered

- The system will automatically assume there is a previous employment if the total number of years have not been covered
- In this previous employment enter a start date and end date as earlier than the period of employment history we are asking you to complete

Step 3: Enter the gap details

- Enter the Reason for gap as whatever the reason is that you do not have any other previous history e.g. 'student prior to this date'
- Upload a blank document, as we will not require proof that you didn't have any other previous employment

Tags

SCREENINGS