

Knowledgebase > Xavier - Employee screening portal > Not enough employment history

## 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
- <u>Step 2:</u> 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
- TagsSCREENINGS