

How to Complete the Employment History Background Verification Log

Items to be submitted for 10-year background verification:

Return the log and corresponding documentation to the Security Badge Office within 30 days.

- Employment History Log(s) listing the last 10 years of employment and/or education with all 10 years verified by employer
- Original, valid government-issued photo identification
- Certified birth certificate, along with a certified translation if not in English. Original will be verified at the Security Badge Office, and returned.
- If the individual is a foreign national, the individual must present a current and valid work visa or other equivalent document.

Instructions:

Type or print all information legibly.

Employee Name: Applicant's full name as it appears on valid government identification

Aliases: Any other names by which the applicant may be known

Date of Birth: Applicant's full birth date (mm/dd/yyyy)

Social Security Number: Applicant's complete social security number

Dates of employment, education or unemployment (list most recent first): Beginning with the current position, list a complete account of the last 10 years. Do not leave **any** gaps of time.

Name and address of each employer, school or note circumstances if not employed for 30 days or more: Write the full name and complete address of each employer or school the employee has attended. If the employee was unemployed for 30 days or more at any time during the last 10 years, your company must provide documentation of this gap.

Name, title and telephone number of person contacted to verify employment, school or unemployment: Write the full name, title and phone number (with area code) of the person whom you contacted to verify the information.

Method of verification (telephone, fax, letter, etc.): List the method of verification used.

Full name, title, organization and telephone number of person doing background verification: Write in the full name, title, full company name and telephone number (with area code) of the person who is verifying the background information.

List date and time of verification: List complete date and time the information was verified.

Company Name and Organization Code: Full company name and organization code

Company Contact: Name of the company representative who completed this form

Page 1 of #: Write the page number, then the total number of pages included.

If the Verification Log is not complete, it will be returned for additions and/or corrections.

**LOS ANGELES WORLD AIRPORTS
SECURITY BADGE OFFICE
EMPLOYMENT HISTORY BACKGROUND VERIFICATION LOG**

EMPLOYEE LAST NAME:	FIRST NAME:	ALIASES:	DATE OF BIRTH:	SOCIAL SECURITY #: - -
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Dates of employment, education or unemployment (list most recent first) MM,DD,YYYY	Name & address of each employer, school or note circumstances if unemployed	Full name, title & telephone number of person contacted to verify employment, school or unemployment	Method of verification (telephone, fax, letter, etc.)	Full name, title, organization and telephone number of person doing background verification	List date and time the information was verified MM,DD,YYYY	Comments	Re-verification Comments (SBO use only)
From: To: Present					Date: Time:		
From: To:					Date: Time:		
From: To:					Date: Time:		
From: To:					Date: Time:		
From: To:					Date: Time:		

If additional pages are needed, please make copies of this page.

Company Name and Phone Number: _____ Organization Code: _____ Company Contact: _____