

ADDING EMPLOYMENT HISTORY

The **Employment History** section is the area in which you can detail your complete record of employment.

You can add all past, present and future employment both within and outside WSCC.

Try This Yourself:

Before trying this ensure that you have logged on to the Gateway and accessed the My CPD area

1 Click the **Employment History** tab

Your work place listing will appear

2 To add a new establishment click **Click here to add a new establishment to your employment history**

3 Start typing your establishment. A list of matching establishments will appear

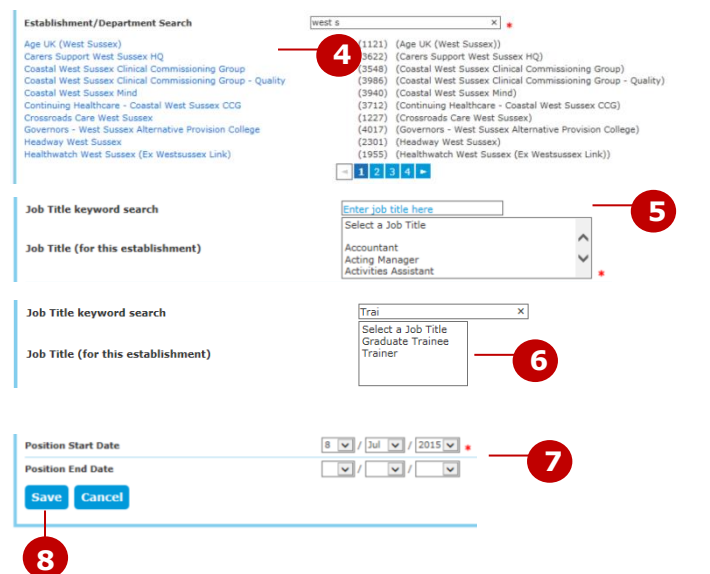
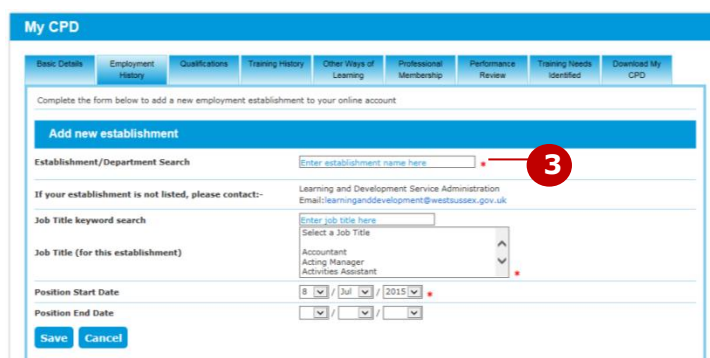
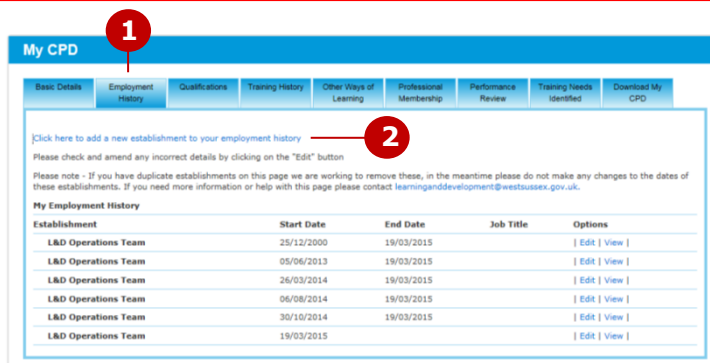
4 Click the establishment name to add it

5 Start typing your Job title. A list of matching job titles will appear

6 Click the Job title to add it

7 Enter **Position Start Date** and **Position End Date** (if applicable)

8 Click **Save**



For Your Reference...

1. If your establishment is not listed, please contact Learning and Development Admin on 01243-756834 or email: learninganddevelopment@westsussex.gov.uk

Handy to Know...

- Any item with a red asterisk (*) is mandatory so needs to be completed