



## Engineer Intern Certification Experience Record

### Work Experience

This is a 2-step process.

1.) Provide a list of all your employment post Baccalaureates degree. Gaps greater than 90 days will need to be accounted for. **If you are currently employed with an employer enter “Present” in the “End Date” column.**

**Work Experience Table**

E M P L O Y M E N T #	Dates <small>Must be entered in a Month/Year format.</small>		Name of Employer	Experience <small>Enter the number of years and months in each respective column that is applicable to you.</small>			
	Start Date	End Date		Engineering Experience		Non-Engineering Experience	
				Years	Months	Years	Months
	1						
2							
3							
4							
5							
6							
7							
<b>Total:</b>							
<small>If you have more than 7 employments, please add additional pages. See form number <b>NDPELS-PERS-04C</b> for additional tables.</small>							

2.) On the provided sheets you will need to provide detailed descriptions of each of your listed employments. Be sure to include any projects and describe the magnitude and complexity of the work as well as your duties and degrees of responsibilities. **Experience records without descriptions or inadequate descriptions will be returned to the applicant and can also be a reason for deferral of an application.**

## Experience Detail Sheet

Use this sheet to provide your employment descriptions, if more space is needed, please attach additional sheets of paper. You will need to duplicate this page for each of your listed employment numbers.

**Employment Number (from work experience table):** \_\_\_\_\_

**Name of Employer:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Dates of Employment:**   **From:** \_\_\_\_\_                      **To:** \_\_\_\_\_

**Description of Duties:**