

# WORK HISTORY REPORT-Form SSA-3369-BK

## READ ALL OF THIS INFORMATION BEFORE YOU BEGIN COMPLETING THIS FORM

### IF YOU NEED HELP

If you need help with this form, complete as much of it as you can, and your interviewer will help you finish it.

### HOW TO COMPLETE THIS FORM

The information that you give us on this form will be used by the office that makes the disability decision on your disability claim. You can help them by completing as much of the form as you can.

- Print or type.
- When a question refers to "you," "your," or "the Disabled Person," it refers to the person who is applying for disability benefits. If you are filling out the form for someone else, provide information about him or her.
- Be sure to explain an answer if the question asks for an explanation, or if you think you need to explain an answer.
- If more space is needed to answer any questions, use the "REMARKS" section on Page 8, and show the number of the question being answered.

### WHY THIS INFORMATION IS IMPORTANT

The information we ask for on this form will help us understand how your illnesses or injuries or conditions might affect any work you are qualified to do. The information tells us about the kinds of work you did, including the types of skills you need and the physical and mental requirements of each job. In Section 2, be sure to give us all of the different kinds of work you have done in the last 15 years before you stopped working. There is a separate page to describe each different job.

**REMEMBER TO SIGN THE FORM IN THE SIGNATURE SPACES ON PAGE 8**

## **The Privacy and Paperwork Reduction Acts**

The Social Security Administration is authorized to collect the information on this form under sections 205(a), 223(d) and 1631(e)(1) of the Social Security Act. The information on this form is needed by Social Security to make a decision on the named claimant's claim. While giving us the information on this form is voluntary, failure to provide all or part of the requested information could prevent an accurate or timely decision on the name claimant's claim. Although the information you furnish is almost never used for any purpose other than making a determination about the claimant's disability, such information may be disclosed by the Social Security Administration as follows: (1) to enable a third party or agency to assist Social Security in establishing rights to Social Security benefits and/or coverage; (2) to comply with Federal Laws requiring the release of information from Social Security records (e.g., to the General Accounting Office and the Department of Veterans Affairs); and (3) to facilitate statistical research and such activities necessary to assure the integrity and improvement of the Social Security programs (e.g., to the Bureau of the Census and private concerns under contract to Social Security).

We may also use the information you give us when we match records by computer. Matching programs compare our records with those of other Federal, State, or local government agencies. Many agencies may use matching programs to find or prove that a person qualifies for benefits paid by the Federal government. The law allows us to do this even if you do not agree to it. Explanations about these and other reasons why information you provide us may be used or given out are available in Social Security offices.

**The Paperwork Reduction Act of 1995** requires us to notify you that this information collection is in accordance with the clearance requirements of Section 3507 of the Paperwork Reduction Act of 1995. We may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a valid OMB control number. We estimate that it will take you about 30 minutes to complete this form. This includes the time it will take to read the instructions, gather the necessary facts, and fill out the form.

**PLEASE REMOVE THIS SHEET BEFORE RETURNING THE COMPLETED FORM.**

## WORK HISTORY REPORT

**SECTION 1 - INFORMATION ABOUT THE DISABLED PERSON**

<b>A. Name</b> <i>(First, Middle Initial, Last)</i>	<b>B. SOCIAL SECURITY NUMBER</b>
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**C. DAYTIME TELEPHONE NUMBER** *(If you have no number where you can be reached, give us a daytime number where we can leave a message for you.)*

_____ <i>Area Code</i>	_____ <i>Phone Number</i>	Your Number	Message Number	None
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**SECTION 2 - INFORMATION ABOUT YOUR WORK**

List the kinds of jobs that you have had in the last 15 years that you worked.

Job Title <i>(Example: Cook)</i>	Type of Business <i>(Example: Restaurant)</i>	Dates Worked <i>(Month &amp; Year)</i>	
		From	To
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Work History Report - Form SSA-3369-BK

Give us more information about Job No. 1 listed on Page 1. Estimate hours and pay, if you need to.

**JOB TITLE NO. 1**

Rate of Pay \$ _____	Per (Check One)				Hours per day _____	Days per week _____
	Hour	Week	Month	Year		

In this job, did you:

Use machines, tools or equipment?	YES (explain below)	NO
Use technical knowledge or skills?	YES (explain below)	NO
Write reports or complete forms?	YES (explain below)	NO

Describe this job. What did you do all day? (If you need more space, write in the "Remarks" section.)

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In **this job**, how many total hours each day did you:

Walk? _____	Kneel? (Bend legs to rest on knees.) _____
Stand? _____	Crouch? (Bend legs & back down & forward.) _____
Sit? _____	Crawl? (Move on hands & knees.) _____
Climb? _____	Handle, grab or grasp big objects? _____
Stoop? (Bend down and forward at waist.) _____	Write, type or handle small objects? _____

Lifting and Carrying (Explain what you lifted, how far you carried it, and how often you did this.)

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Check the **heaviest** weight lifted:

Less than 10 lbs    10 lbs    20 lbs    50 lbs    100 lbs. or more    Other \_\_\_\_\_

Check weight you **frequently** lifted: (By frequently, we mean from 1/3 to 2/3 of workday.)

Less than 10 lbs    10 lbs    25 lbs    50 lbs. or more    Other \_\_\_\_\_

Did you supervise other people in this job?    YES (Complete items below.)    NO (Skip to next page.)

How many people did you supervise? \_\_\_\_\_

What part of your time was spent supervising people? \_\_\_\_\_

Did you hire and fire employees?    YES    NO

Were you a lead worker?    YES    NO

Give us more information about Job No. 2 listed on Page 1. Estimate hours and pay, if you need to.

**JOB TITLE NO. 2**

Rate of Pay \$ _____	Per (Check One)				Hours per day _____	Days per week _____
	Hour	Week	Month	Year		

In this job, did you:

Use machines, tools or equipment?	YES (explain below)	NO
Use technical knowledge or skills?	YES (explain below)	NO
Write reports or complete forms?	YES (explain below)	NO

Describe this job. What did you do all day? (If you need more space, write in the "Remarks" section.)

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In **this job**, how many total hours each day did you:

Walk? _____	Kneel? (Bend legs to rest on knees.) _____
Stand? _____	Crouch? (Bend legs & back down & forward.) _____
Sit? _____	Crawl? (Move on hands & knees.) _____
Climb? _____	Handle, grab or grasp big objects? _____
Stoop? (Bend down and forward at waist.) _____	Write, type or handle small objects? _____

Lifting and Carrying (Explain what you lifted, how far you carried it, and how often you did this.)

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Check the **heaviest** weight lifted:

Less than 10 lbs    10 lbs    20 lbs    50 lbs    100 lbs. or more    Other \_\_\_\_\_

Check weight you **frequently** lifted: (By frequently, we mean from 1/3 to 2/3 of workday.)

Less than 10 lbs    10 lbs    25 lbs    50 lbs. or more    Other \_\_\_\_\_

Did you supervise other people in this job?    YES (Complete items below.)    NO (Skip to next page.)

How many people did you supervise? \_\_\_\_\_

What part of your time was spent supervising people? \_\_\_\_\_

Did you hire and fire employees?    YES    NO

Were you a lead worker?    YES    NO

Give us more information about Job No. 3 listed on Page 1. Estimate hours and pay, if you need to.

**JOB TITLE NO. 3**

Rate of Pay \$ _____	Per (Check One)				Hours per day _____	Days per week _____
	Hour	Week	Month	Year		

In this job, did you:

Use machines, tools or equipment?	YES (explain below)	NO
Use technical knowledge or skills?	YES (explain below)	NO
Write reports or complete forms?	YES (explain below)	NO

Describe this job. What did you do all day? (If you need more space, write in the "Remarks" section.)

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In **this job**, how many total hours each day did you:

Walk? _____	Kneel? (Bend legs to rest on knees.) _____
Stand? _____	Crouch? (Bend legs & back down & forward.) _____
Sit? _____	Crawl? (Move on hands & knees.) _____
Climb? _____	Handle, grab or grasp big objects? _____
Stoop? (Bend down and forward at waist.) _____	Write, type or handle small objects? _____

Lifting and Carrying (Explain what you lifted, how far you carried it, and how often you did this.)

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Check the **heaviest** weight lifted:

Less than 10 lbs  10 lbs    20 lbs    50 lbs    100 lbs. or more    Other \_\_\_\_\_

Check weight you **frequently** lifted: (By frequently, we mean from 1/3 to 2/3 of workday.)

Less than 10 lbs    10 lbs    25 lbs    50 lbs. or more    Other \_\_\_\_\_

Did you supervise other people in this job?    YES (Complete items below.)    NO (Skip to next page.)

How many people did you supervise? \_\_\_\_\_

What part of your time was spent supervising people? \_\_\_\_\_

Did you hire and fire employees?    YES    NO

Were you a lead worker?    YES    NO

Give us more information about Job No. 4 listed on Page 1. Estimate hours and pay, if you need to.

**JOB TITLE NO. 4**

Rate of Pay \$	Per (Check One)				Hours per day	Days per week
	Hour	Week	Month	Year		
_____					_____	_____

In this job, did you:

Use machines, tools or equipment?	YES (explain below)	NO
Use technical knowledge or skills?	YES (explain below)	NO
Write reports or complete forms?	YES (explain below)	NO

Describe this job. What did you do all day? (If you need more space, write in the "Remarks" section.)

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In **this job**, how many total hours each day did you:

Walk? _____	Kneel? (Bend legs to rest on knees.) _____
Stand? _____	Crouch? (Bend legs & back down & forward.) _____
Sit? _____	Crawl? (Move on hands & knees.) _____
Climb? _____	Handle, grab or grasp big objects? _____
Stoop? (Bend down and forward at waist.) _____	Write, type or handle small objects? _____

Lifting and Carrying (Explain what you lifted, how far you carried it, and how often you did this.)

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Check the **heaviest** weight lifted:

Less than 10 lbs    10 lbs    20 lbs    50 lbs    100 lbs. or more    Other \_\_\_\_\_

Check weight you **frequently** lifted: (By frequently, we mean from 1/3 to 2/3 of workday.)

Less than 10 lbs    10 lbs    25 lbs    50 lbs. or more    Other \_\_\_\_\_

Did you supervise other people in this job?    YES (Complete items below.)    NO (Skip to next page.)

How many people did you supervise? \_\_\_\_\_

What part of your time was spent supervising people? \_\_\_\_\_

Did you hire and fire employees?    YES    NO

Were you a lead worker?    YES    NO

Give us more information about Job No. 5 listed on Page 1. Estimate hours and pay, if you need to.

**JOB TITLE NO. 5**

Rate of Pay \$ _____	Per (Check One)				Hours per day _____	Days per week _____
	Hour	Week	Month	Year		

In this job, did you:

Use machines, tools or equipment?	YES (explain below)	NO
Use technical knowledge or skills?	YES (explain below)	NO
Write reports or complete forms?	YES (explain below)	NO

Describe this job. What did you do all day? (If you need more space, write in the "Remarks" section.)

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In **this job**, how many total hours each day did you:

Walk? _____	Kneel? (Bend legs to rest on knees.) _____
Stand? _____	Crouch? (Bend legs & back down & forward.) _____
Sit? _____	Crawl? (Move on hands & knees.) _____
Climb? _____	Handle, grab or grasp big objects? _____
Stoop? (Bend down and forward at waist.) _____	Write, type or handle small objects? _____

Lifting and Carrying (Explain what you lifted, how far you carried it, and how often you did this.)

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Check the **heaviest** weight lifted:

Less than 10 lbs    10 lbs    20 lbs    50 lbs    100 lbs. or more    Other \_\_\_\_\_

Check weight you **frequently** lifted: (By frequently, we mean from 1/3 to 2/3 of workday.)

Less than 10 lbs    10 lbs    25 lbs    50 lbs. or more    Other \_\_\_\_\_

Did you supervise other people in this job?    YES (Complete items below.)    NO (Skip to next page.)

How many people did you supervise? \_\_\_\_\_

What part of your time was spent supervising people? \_\_\_\_\_

Did you hire and fire employees?    YES    NO

Were you a lead worker?    YES    NO



Give us more information about Job No. 6 listed on Page 1. Estimate hours and pay, if you need to.

**JOB TITLE NO. 6**

Rate of Pay \$ _____	Per (Check One)				Hours per day _____	Days per week _____
	Hour	Week	Month	Year		

In this job, did you:

Use machines, tools or equipment?	YES (explain below)	NO
Use technical knowledge or skills?	YES (explain below)	NO
Write reports or complete forms?	YES (explain below)	NO

Describe this job. What did you do all day? (If you need more space, write in the "Remarks" section.)

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In **this job**, how many total hours each day did you:

Walk? _____	Kneel? (Bend legs to rest on knees.) _____
Stand? _____	Crouch? (Bend legs & back down & forward.) _____
Sit? _____	Crawl? (Move on hands & knees.) _____
Climb? _____	Handle, grab or grasp big objects? _____
Stoop? (Bend down and forward at waist.) _____	Write, type or handle small objects? _____

Lifting and Carrying (Explain what you lifted, how far you carried it, and how often you did this.)

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Check the **heaviest** weight lifted:

Less than 10 lbs    10 lbs    20 lbs    50 lbs    100 lbs. or more    Other \_\_\_\_\_

Check weight you **frequently** lifted: (By frequently, we mean from 1/3 to 2/3 of workday.)

Less than 10 lbs    10 lbs    25 lbs    50 lbs. or more    Other \_\_\_\_\_

Did you supervise other people in this job?    YES (Complete items below.)    NO (Skip to next page.)

How many people did you supervise? \_\_\_\_\_

What part of your time was spent supervising people? \_\_\_\_\_

Did you hire and fire employees?    YES    NO

Were you a lead worker?    YES    NO

SECTION 3 - REMARKS

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**ANYONE MAKING A FALSE STATEMENT OR REPRESENTATION OF A MATERIAL FACT FOR USE IN DETERMINING A RIGHT TO PAYMENT UNDER THE SOCIAL SECURITY ACT COMMITS A CRIME PUNISHABLE UNDER FEDERAL LAW.**

Signature of **claimant** or person filing on claimant's behalf (*parent, guardian*)

**Date** (*Month, day, year*)

Witnesses are required **ONLY** if this statement has been signed by mark (X) above. If signed by mark (X), two witnesses to the signing who know the person making the statement must sign below, giving their full addresses.

1. Signature of **Witness**

2. Signature of **Witness**

**Address** (*Number and street, city, state, and ZIP code*)

**Address** (*Number and street, city, state, and ZIP code*)