Work Duties

Use one page per job. These prompts help you organize personal notes; follow the questions and time period on the actual form you receive.

Job Title, Employer, And Dates You Know

Tasks You Actually Did During A Typical Workday

Tools, Equipment, Or Interactions You Want To Describe

Physical Tasks You Want To Clarify In Your Own Words

Details To Check Before Answering The Actual Form

Source context: SSA Work History Report, pages 1, 4-5. ssa.gov/forms/ssa-3369.pdf