



Prior Service History Form

What is this form?

If you have prior employment with Chevron, you may be eligible to receive additional service credit for some of your benefits like retirement or vacation.

Please return this form within 60 days from your date of hire, if you believe this situation applies to you. The information you provide on this form will help Service Administration properly research and determine if and how your prior employment service affects your current service dates.* Service Administration will notify you of the results via U.S. mail. Note that the online retirement estimator on BenefitConnect will not yield a correct estimate until the service adjustment letter is sent to you.

Do I need to complete this form?

- **DO NOT COMPLETE THIS FORM (F36)** if you are a **professional intern**. A professional intern is defined as an individual who works either a full-time or part-time work schedule and whose work periods with Chevron alternate with school periods. The time spent as a professional intern will be eligible for review upon commencement as a full-time employee.
- **DO NOT COMPLETE THIS FORM (F36)** if you have prior **leased employee** service, which means you are an employee and you previously performed services as a contractor or leased employee for Chevron Corporation or one of its acquired companies (including Gulf, Texaco, and Unocal) or affiliates (future references will be noted as "Chevron"). **DO COMPLETE** the Leased Employee Service Application (F08), to report your leased employee service history. This form is available on the **Forms** page on hr2.chevron.com.
- **COMPLETE THIS FORM** if you have prior **employment** with Chevron Corporation, a Chevron Corporation acquired company, and/or a Chevron Corporation affiliated company.
- **COMPLETE BOTH APPLICATIONS** Forms (F36) and (F08) if you have *both* prior **leased employee** service and prior **employment**.

We know this service review is important to you, and we'll work as quickly as possible to complete your request. Chevron's hiring volume is high, so we prioritize our workload accordingly. Thank you in advance for your patience.

**Because of the rules which are in place at the time of each termination and in accordance with the specifications for each company (acquired or affiliated company), service time adjustments may differ for each service date: Vesting and Eligibility Service, Benefit Accrual Service, and Health and Welfare.*

If you have any questions

Please call the HR Service Center at 1-888-825-5247 (1-832-854-5800 outside the U.S.). Choose the option for **Leased Employee and Prior Service Applications** from the **Update Personal Data** call menu.

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FORM INSTRUCTIONS:

You must return this form within 60 days of receipt. Make a copy of your completed application to keep for your files. Return all pages of this completed application via one of the following:

- Email to the HR Service Center using the Message Center on BenefitConnect.
- Mail to the Chevron Human Resources Service Center | DEPT: CVXP | PO BOX 981909 | El Paso, TX 79998.

Indicate specific months and years for prior employment dates, wherever possible. Include prior internships; however, **do not** include prior contractor/leased service on this form. Remember, if you have prior contractor/leased service, include that information on the other enclosed form, the Leased Employee Service Application.

Name (First - Middle Initial – Last)		Last 4 digits of SSN	Most Recent Hire Date
E-Mail	Work Address		Work Phone

First Period of Employment History		
Name of company or Chevron Affiliate	Start Date (mm/yy)	Finish Date (mm/yy)

Second Period of Employment History		
Name of company or Chevron Affiliate	Start Date (mm/yy)	Finish Date (mm/yy)

Third Period of Employment History		
Name of company or Chevron Affiliate	Start Date (mm/yy)	Finish Date (mm/yy)

Fourth Period of Employment History		
Name of company or Chevron Affiliate	Start Date (mm/yy)	Finish Date (mm/yy)

Fifth Period of Employment History		
Name of company or Chevron Affiliate	Start Date (mm/yy)	Finish Date (mm/yy)

FOR BENEFITS USE ONLY	
Action Required:	Approved By: