



EMPLOYMENT HISTORY FORM EHF, VERSION 1.0 (QxQ)

I. GENERAL INSTRUCTIONS

The Employment History Form asks specific questions regarding the participant's job history.

This form should be filled out at the baseline visit.

Header Information: The header information consists of key fields which uniquely identify each recorded instance of a form.

FORM DATE: Record date this is being completed. Select the date from the pop up calendar or type in the date in the space provided. Dates should be entered in the mm/dd/yyyy format.

INITIALS: Record the staff code of the person entering the data on this form. This code is assigned to each person at each site by the GIC. If you do not have a staff code and are collecting SPIROMICS data please contact the GIC in order to receive your own individual staff code.

II. DETAILED INSTRUCTIONS FOR EACH ITEM

Read each item exactly as printed on the form in order to allow for consistency in data collection. Carefully read each answer choice before selecting the best option. Encourage participants to answer each question to avoid selecting 'No Answer.'

Item 1. If the participant has ever worked either part-time or full-time for a wage or salary select 'Yes.' If the participant has not ever worked for a wage or salary or refuses to answer select either 'No' or 'No Answer' and skip to item 18. Note if 'No' or 'No Answer' is selected the DMS will skip out all questions from 2 to 17 to prevent incorrect data from being entered.

Item 2. Read the choices carefully and enter the number corresponding to the patient's current employment situation. If either 'Working', 'On leave but still employed', or 'Temporarily laid off' are selected the form will skip to item 13 to give details about current employment. If 'No answer' is selected the form will skip to item 18.

Items 3-11.

These are questions concerning **previous** employment. Read each question carefully and enter the information in the space provided.

Item 12.

If the previously held job, detailed in items 3-11, was not the longest job ever held by the participant answer question 12 about the **longest** job ever held by the participant. If the job detailed in items 3-11 was the longest job ever held by the patient skip to item 18.

Items 13-17.

These questions concern **current** employment. Read each question carefully and enter the information in the space provided.

Item 18-20.

Read the descriptions for these questions carefully and select 'Yes' or 'No' for each choice.