

Career History Form

INSTRUCTIONS

Thank you for completing the Career History Form. Please read these instructions carefully before completing the form.

1. In the Business Experience section, each letter (A, B, C, etc.) corresponds to a specific job. If, for example, your present employer is Acme Inc. and you have had three different jobs with Acme, then:

- A is your present job with Acme
- B is the next previous job at Acme, and
- C is your first job with Acme

Please complete a section of this form (A, B, C, etc.) **for every job** where there was a change in your job title.

2. Begin with your present, or most recent, job and progress backward in time until you complete the form for your first full time job.

3. Understand that if you are applying for a job with a different employer, before a final job offer ***you will probably be asked to arrange personal reference calls with supervisors and others you have worked with.*** There are several reasons we ask you to do this:

- a) Your development. Candid, confidential insights of supervisors and others can be used to help you move smoothly into the next job and can help you create a powerful individual Development Plan.
- b) Verification. Confidential reference calls with supervisors and others will add credibility to the information you have provided throughout the hiring process.
- c) Ease. It's difficult for us to get former supervisors and others to talk with us, but high performers CAN arrange for those personal discussions.

4. Please complete and return this form to the company that requested it within 3 business days.

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This information will not be the only basis for hiring decisions. You are not required to furnish any information that is prohibited by federal, state or local law.

Last name:		First:	
Home address:		City:	
Email address:	Mobile #:	Home #:	Date:

Earnings expected

Position applied for _____

I. BUSINESS EXPERIENCE: (Please start with your present or most recent position.) REMINDER: DO NOT COMBINE JOBS FILL OUT A COMPLETE SECTION OF THIS FORM FOR *EVERY* JOB WHERE YOUR JOB TITLE CHANGED.

A. Firm _____ City: _____ Phone: _____

Starting date (mo/yr) _____ Final (mo/yr) _____

Title _____ Staff (number of direct reports) _____ Total staff _____

Name of immediate supervisor _____ Title _____

Salary (final) _____

 What do (did) you like most about your job?

 What do (did) you least enjoy?

If you are leaving or have left the company, please indicate your motivation to leave

100% Mine	Mutual	100% Company's (I was fired)	Options don't fit circumstance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 If options don't fit circumstance, please explain. Reason(s) for leaving

REMINDER: DO NOT COMBINE JOBS—FILL OUT A COMPLETE SECTION OF THIS FORM FOR *EVERY* JOB WHERE YOUR JOB TITLE CHANGED.

B. Firm _____ City: _____ Phone: _____

Starting date (mo/yr) _____ Final (mo/yr) _____

Title _____ Staff (number of direct reports) _____ Total staff _____

Name of immediate supervisor _____ Title _____

Salary (final) _____

 What do (did) you like most about your job?



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What do (did) you least enjoy?

If you are leaving or have left the company, please indicate your motivation to leave

100% Mine

Mutual

100%
Company's
(I was fired)

Options don't
fit
circumstance

If options don't fit circumstance, please explain. Reason(s) for leaving

C. Firm _____ City: _____ Phone: _____

Starting date (mo/yr) _____ Final (mo/yr) _____

Title _____ Staff (number of direct reports) _____ Total staff _____

Name of immediate supervisor _____ Title _____

Salary (final) _____

What do (did) you like most about your job?

What do (did) you least enjoy?

If you are leaving or have left the company, please indicate your motivation to leave

100% Mine

Mutual

100%
Company's
(I was fired)

Options don't
fit
circumstance

If options don't fit circumstance, please explain. Reason(s) for leaving



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Previous Positions Held REMINDER: DO NOT COMBINE JOBS—FILL OUT A COMPLETE SECTION OF THIS FORM FOR EVERY JOB WHERE YOUR JOB TITLE CHANGED. Indicate by letter any of the following employers you do not wish contacted:

D.	a. Company		a. Your title		Date (mo/yr)		Compensation	
	b. City		b. Name of Supervisor		a. Began		a. Final	
	c. Performance rating <input type="checkbox"/> excellence <input type="checkbox"/> very good <input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor		c. If left the company after this job, motivation for leaving <input type="checkbox"/> 100% mine <input type="checkbox"/> mutual <input type="checkbox"/> 100% company's		b. Left			
E.	a. Company		a. Your title		Date (mo/yr)		Compensation	
	b. City		b. Name of Supervisor		a. Began		a. Final	
	c. Performance rating <input type="checkbox"/> excellence <input type="checkbox"/> very good <input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor		c. If left the company after this job, motivation for leaving <input type="checkbox"/> 100% mine <input type="checkbox"/> mutual <input type="checkbox"/> 100% company's		b. Left			
F.	a. Company		a. Your title		Date (mo/yr)		Compensation	
	b. City		b. Name of Supervisor		a. Began		a. Final	
	c. Performance rating <input type="checkbox"/> excellence <input type="checkbox"/> very good <input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor		c. If left the company after this job, motivation for leaving <input type="checkbox"/> 100% mine <input type="checkbox"/> mutual <input type="checkbox"/> 100% company's		b. Left			
G.	a. Company		a. Your title		Date (mo/yr)		Compensation	
	b. City		b. Name of Supervisor		a. Began		a. Final	
	c. Performance rating <input type="checkbox"/> excellence <input type="checkbox"/> very good <input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor		c. If left the company after this job, motivation for leaving <input type="checkbox"/> 100% mine <input type="checkbox"/> mutual <input type="checkbox"/> 100% company's		b. Left			
H.	a. Company		a. Your title		Date (mo/yr)		Compensation	
	b. City		b. Name of Supervisor		a. Began		a. Final	
	c. Performance rating <input type="checkbox"/> excellence <input type="checkbox"/> very good <input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor		c. If left the company after this job, motivation for leaving <input type="checkbox"/> 100% mine <input type="checkbox"/> mutual <input type="checkbox"/> 100% company's		b. Left			
I.	a. Company		a. Your title		Date (mo/yr)		Compensation	
	b. City		b. Name of Supervisor		a. Began		a. Final	
	c. Performance rating <input type="checkbox"/> excellence <input type="checkbox"/> very good <input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor		c. If left the company after this job, motivation for leaving <input type="checkbox"/> 100% mine <input type="checkbox"/> mutual <input type="checkbox"/> 100% company's		b. Left			
J.	a. Company		a. Your title		Date (mo/yr)		Compensation	
	b. City		b. Name of Supervisor		a. Began		a. Final	
	c. Performance rating <input type="checkbox"/> excellence <input type="checkbox"/> very good <input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor		c. If left the company after this job, motivation for leaving <input type="checkbox"/> 100% mine <input type="checkbox"/> mutual <input type="checkbox"/> 100% company's		b. Left			

