



# Career History Form

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	Middle		
Home address	City	State	Zip code	Area code + telephone no. ( )
Business address	City	State	Zip code	Area code + telephone no. ( )
Email address	Mobile #	Date		

Position applied for \_\_\_\_\_ Earnings expected \$ \_\_\_\_\_

## I. BUSINESS EXPERIENCE: (Please start with your present or most recent position)

A. Firm \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Kind of business \_\_\_\_\_ Starting date (mo/yr) \_\_\_\_\_ Final (mo/yr) \_\_\_\_\_

Title \_\_\_\_\_ Staff: Number of direct reports: \_\_\_\_\_ Total Staff: \_\_\_\_\_

Salary (Starting) _____ <table style="display: inline-table; border: none; vertical-align: middle;"> <tr><td style="padding: 0 5px;">{</td><td style="padding: 0 5px;">Base \$ _____</td><td style="padding: 0 5px;">}</td></tr> <tr><td style="padding: 0 5px;">{</td><td style="padding: 0 5px;">Bonus \$ _____</td><td style="padding: 0 5px;">}</td></tr> <tr><td style="padding: 0 5px;">{</td><td style="padding: 0 5px;">Other \$ _____</td><td style="padding: 0 5px;">}</td></tr> </table>	{	Base \$ _____	}	{	Bonus \$ _____	}	{	Other \$ _____	}	Salary (Final) _____ <table style="display: inline-table; border: none; vertical-align: middle;"> <tr><td style="padding: 0 5px;">{</td><td style="padding: 0 5px;">Base \$ _____</td><td style="padding: 0 5px;">}</td></tr> <tr><td style="padding: 0 5px;">{</td><td style="padding: 0 5px;">Bonus \$ _____</td><td style="padding: 0 5px;">}</td></tr> <tr><td style="padding: 0 5px;">{</td><td style="padding: 0 5px;">Other \$ _____</td><td style="padding: 0 5px;">}</td></tr> </table>	{	Base \$ _____	}	{	Bonus \$ _____	}	{	Other \$ _____	}
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{	Bonus \$ _____	}																	
{	Other \$ _____	}																	

Name of immediate supervisor \_\_\_\_\_ Title \_\_\_\_\_

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

What do (did) you least enjoy? \_\_\_\_\_

Reasons for leaving or desiring to change \_\_\_\_\_

B. Firm \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Kind of business \_\_\_\_\_ Starting date (mo/yr) \_\_\_\_\_ Final (mo/yr) \_\_\_\_\_

Title \_\_\_\_\_ Staff: Number of direct reports: \_\_\_\_\_ Total Staff: \_\_\_\_\_

Salary (Starting) \_\_\_\_\_ 

Base	\$	_____
Bonus	\$	_____
Other	\$	_____

 Salary (Final) \_\_\_\_\_ 

Base	\$	_____
Bonus	\$	_____
Other	\$	_____

Name of immediate supervisor \_\_\_\_\_ Title \_\_\_\_\_

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

What do (did) you least enjoy? \_\_\_\_\_

Reasons for leaving or desiring to change \_\_\_\_\_

C. Firm \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Kind of business \_\_\_\_\_ Starting date (mo/yr) \_\_\_\_\_ Final (mo/yr) \_\_\_\_\_

Title \_\_\_\_\_ Staff: Number of direct reports: \_\_\_\_\_ Total Staff: \_\_\_\_\_

Salary (Starting) \_\_\_\_\_ 

Base	\$	_____
Bonus	\$	_____
Other	\$	_____

 Salary (Final) \_\_\_\_\_ 

Base	\$	_____
Bonus	\$	_____
Other	\$	_____

Name of immediate supervisor \_\_\_\_\_ Title \_\_\_\_\_

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

What do (did) you least enjoy? \_\_\_\_\_

Reasons for leaving or desiring to change \_\_\_\_\_

**Previous Positions Held**

	a. Company b. City	a. Your title b. Name of supervisor	Date (mo/yr)		Compensation		a. Type of work b. Reason for leaving
			a. Began	b. Left	a. Initial	b. Final	
<b>D.</b>	a. _____ b. _____	_____	_____	_____	\$ _____	\$ _____	_____
<b>E.</b>	a. _____ b. _____	_____	_____	_____	\$ _____	\$ _____	_____
<b>F.</b>	a. _____ b. _____	_____	_____	_____	\$ _____	\$ _____	_____
<b>G.</b>	a. _____ b. _____	_____	_____	_____	\$ _____	\$ _____	_____
<b>H.</b>	a. _____ b. _____	_____	_____	_____	\$ _____	\$ _____	_____
<b>I.</b>	a. _____ b. _____	_____	_____	_____	\$ _____	\$ _____	_____
<b>J.</b>	a. _____ b. _____	_____	_____	_____	\$ _____	\$ _____	_____

Indicate by letter \_\_\_\_\_ any of the above employers you do not wish contacted.

**II. MILITARY EXPERIENCE:**

If in service, indicate branch \_\_\_\_\_ Date (mo/yr) entered \_\_\_\_\_ Date (mo/yr) discharged \_\_\_\_\_  
 Nature of duties \_\_\_\_\_  
 Highest rank or grade \_\_\_\_\_ Terminal rank or grade \_\_\_\_\_

**III. EDUCATION:**

High School 1 2 3 4 College/Graduate School 1 2 3 4 5 6 7 8 (Circle highest grade completed)

**High School** Name of High School \_\_\_\_\_ Location \_\_\_\_\_

Approximate number in graduating class \_\_\_\_\_ Rank from the top \_\_\_\_\_

Final grade point average \_\_\_\_\_ (A = \_\_\_\_\_)

Extracurricular activities \_\_\_\_\_

Offices, honors/awards \_\_\_\_\_

Part-time and summer work \_\_\_\_\_

**College/Graduate School**

Name and location	Dates		Degree	Major	Grade Point Average	Total Credit Hours	Extracurricular activities, honors and awards
	From	To					
					(A=___)		
					(A=___)		
					(A=___)		

What undergraduate courses did you like most? Why? \_\_\_\_\_

What undergraduate courses did you like least? Why? \_\_\_\_\_

How was your education financed? \_\_\_\_\_

Part-time and summer work \_\_\_\_\_

Other courses, seminars, or studies \_\_\_\_\_

**IV. ACTIVITIES:**

Membership in professional or job-relevant organizations (You may exclude groups that indicate race, color, religion, national origin, disability, or other protected status.) \_\_\_\_\_

Publications, patents, inventions, professional licenses, or additional special honors or awards \_\_\_\_\_

What qualifications, abilities, and strong points will help you succeed in this job? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are your weak points and areas for improvement? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V. CAREER NEEDS:**

Willing to relocate? Yes \_\_\_ No \_\_\_ If no, explain \_\_\_\_\_  
Amount of overnight travel acceptable \_\_\_\_\_  
What are your career objectives? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. OTHER:**

Do you have the legal right to work for any employer in the United States? Yes \_\_\_ No \_\_\_  
Would you be willing to arrange reference calls with supervisors you've had in  
the past decade, as a last step before a final job offer? Yes \_\_\_ No \_\_\_

**I certify that answers given in this Topgrading Career History Form are true, accurate and complete to the best of my knowledge. I authorize investigation into all statements I have made on this Form as may be necessary for reaching an employment decision. I understand that I may be asked to arrange reference calls with managers I've worked for.**

**In the event I am employed, I understand that any false or misleading information I knowingly provided in my Career History Form or interview(s) may result in discharge and/or legal action. I understand that if employed, I am required to abide by all rules and regulations of the employer and any special agreements reached between the employer and me.**

\_\_\_\_\_  
Signature Date

**Please return this form with your resume to MOM Media, LLC. before noon on July 15, 2010.**

MOM Media, LLC.  
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Albany, OR 97322  
www.mommag.com