

PERSONAL HISTORY FORM

This form should be completed as carefully and as thoroughly as possible.

NAME _____ DATE _____
HOME ADDRESS _____ PHONE _____
BUSINESS ADDRESS _____ PHONE _____

WORK EXPERIENCE:

FIRM _____
ADDRESS _____
KIND OF BUSINESS _____ EMPLOYED FROM _____ TO _____
TITLE _____ SALARY RANGE _____
NATURE OF WORK _____
SUPERVISORY RESPONSIBILITY? YES ___ NO ___ NUMBER OF SUBORDINATES _____
IMMEDIATE SUPERIOR _____
WHAT DO YOU LIKE MOST ABOUT YOUR JOB? _____

WHAT DO YOU LEAST ENJOY? _____

REASONS FOR LEAVING OR DESIRING A CHANGE _____

FIRM _____
ADDRESS _____
KIND OF BUSINESS _____ EMPLOYED FROM _____ TO _____
TITLE _____ SALARY RANGE _____
NATURE OF WORK _____
SUPERVISORY RESPONSIBILITY? YES ___ NO ___ NUMBER OF SUBORDINATES _____
IMMEDIATE SUPERIOR _____
WHAT DO YOU LIKE MOST ABOUT YOUR JOB? _____

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ADDRESS _____

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TITLE _____ SALARY RANGE _____

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SUPERVISORY RESPONSIBILITY? YES ___ NO ___ NUMBER OF SUBORDINATES _____

IMMEDIATE SUPERIOR _____

WHAT DO YOU LIKE MOST ABOUT YOUR JOB? _____

WHAT DO YOU LEAST ENJOY? _____

REASONS FOR LEAVING OR DESIRING A CHANGE _____

FIRM _____

ADDRESS _____

KIND OF BUSINESS _____ EMPLOYED FROM _____ TO _____

TITLE _____ SALARY RANGE _____

NATURE OF BUSINESS _____

SUPERVISORY RESPONSIBILITY? YES ___ NO ___ NUMBER OF SUBORDINATES _____

WHAT DO YOU LIKE MOST ABOUT YOUR JOB? _____

WHAT DO YOU LEAST ENJOY? _____

REASONS FOR LEAVING OR DESIRING A CHANGE _____

MILITARY EXPERIENCES (WHERE RELEVANT):

IF IN SERVICE, INDICATE: BRANCH _____ DATE DISCHARGED _____

NATURE OF DUTIES _____ DATE ENTERED _____

OVERSEAS _____ TYPE OF DISCHARGE _____

HIGHEST RANK OR GRADE _____ TERMINAL RANK OR GRADE _____

EDUCATION:

GRAMMAR SCHOOL _____

HIGH SCHOOL _____

LOCATION _____	APPROX. _____	GRADUATION _____
	GPA	DATE

FAVORITE HIGH SCHOOL SUBJECTS _____

SUBJECTS LEAST LIKED _____

EXTRACURRICULAR ACTIVITIES _____

CLASS AND OTHER OFFICES HELD: HONORS AND AWARDS _____

COLLEGE(S) ATTENDED _____ DATES _____

_____ DATES _____

_____ DATES _____

_____ DATES _____

MAJOR FIELD OF STUDY _____ APPROX. GPA _____

MINOR FIELD OF STUDY _____ APPROX. GPA _____

SUBJECTS LEAST LIKED _____

SUBJECTS MOST LIKED _____

DEGREE(S) AND YEAR(S) OBTAINED _____

EXTRACURRICULAR ACTIVITIES _____

SUBSEQUENT COURSES OR STUDIES:

_____	DATES _____
_____	DATES _____
_____	DATES _____

HOW WAS YOUR EDUCATION FINANCED? _____

PART-TIME AND SUMMER WORK _____

ACTIVITIES:

MEMBERSHIP IN CIVIC, PROFESSIONAL OR SOCIAL ORGANIZATIONS _____

HOBBIES AND INTERESTS _____

PERSONAL AIMS AND ASSESSMENT:

WHAT ARE YOUR STRONGEST PERSONAL ATTRIBUTES? _____

IN WHAT AREAS COULD YOU STAND IMPROVEMENT? _____

WHAT ARE YOUR QUALIFICATIONS FOR A MORE RESPONSIBLE POSITION?

WHAT ARE YOU LOOKING FOR IN A JOB? _____

WHAT WOULD YOU LIKE TO BE DOING IN 5 YEARS? _____

WHAT WOULD YOU LIKE TO BE DOING IN 10 YEARS? _____

WHAT IS YOUR ULTIMATE CAREER GOAL? _____

IF MONEY WERE NO OBJECT, WHAT WOULD YOU LIKE TO DO WITH YOUR LIFE? _____
