



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:	First:	Middle:	
Home Address:	City:	State:	Zip:
Home Phone:	Cell Phone:		
Email Address:			

Position applied for: _____ Earnings expected \$ _____

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 JOB TITLE CHANGED.*

A. Firm: _____ Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Kind of business: _____ Starting date (mo/yr): _____ Final (mo/yr): _____
Title: _____ Number of direct reports: _____ Total Staff: _____

Salary (Starting) \$ _____

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

 Salary (Final) \$ _____

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

Name of immediate supervisor: _____ Title: _____

What is your best guess as to how this supervisor would rate your overall performance?

Excellent Very Good Good Fair Poor Impossible to Provide

If rating is impossible to provide, please explain: _____

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

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: _____

B. Firm: _____ **Address:** _____
City: _____ **State:** _____ **Zip:** _____ **Phone:** _____
Kind of business: _____ **Starting date (mo/yr):** _____ **Final (mo/yr):** _____
Title: _____ **Number of direct reports:** _____ **Total Staff:** _____

Salary (Starting) \$ _____ Base \$ _____
 Bonus \$ _____
 Other \$ _____ Salary (Final) \$ _____ Base \$ _____
 Bonus \$ _____
 Other \$ _____

Name of immediate supervisor: _____ Title: _____

What is your best guess as to how this supervisor would rate your overall performance?

Excellent Very Good Good Fair Poor Impossible to Provide

If rating is impossible to provide, please explain: _____

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

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: _____

C. Firm: _____ **Address:** _____
City: _____ **State:** _____ **Zip:** _____ **Phone:** _____
Kind of business: _____ **Starting date (mo/yr):** _____ **Final (mo/yr):** _____
Title: _____ **Number of direct reports:** _____ **Total Staff:** _____

Salary (Starting) \$ _____ Base \$ _____
 Bonus \$ _____
 Other \$ _____ Salary (Final) \$ _____ Base \$ _____
 Bonus \$ _____
 Other \$ _____

Name of immediate supervisor: _____ Title: _____

What is your best guess as to how this supervisor would rate your overall performance?

Excellent Very Good Good Fair Poor Impossible to Provide

If rating is impossible to provide, please explain: _____

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

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: _____

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

- | | | | | |
|--|---|---------------------|---------------------|-----------------|
| a. Company | a. Your title | <u>Date (mo/yr)</u> | <u>Compensation</u> | a. Type of work |
| b. City, State | b. Name of supervisor | a. Began | a. Initial | |
| c. Performance Rating (Excellent, Very Good, Good, Fair, Poor) | c. If left the company after this job, Motivation for Leaving (100% Mine, Mutual, 100% Company's) | b. Left | b. Final | |

D.	a.			Initial \$	
	b.			Final \$	
	c.				
E.	a.			Initial \$	
	b.			Final \$	
	c.				
F.	a.			Initial \$	
	b.			Final \$	
	c.				
G.	a.			Initial \$	
	b.			Final \$	
	c.				
H.	a.			Initial \$	
	b.			Final \$	
	c.				
I.	a.			Initial \$	
	b.			Final \$	
	c.				
J.	a.			Initial \$	
	b.			Final \$	
	c.				

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
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 College/Graduate School

1	2	3	4	5	6	7	8
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 (Input "X" below number for 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, and 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=___)		
					(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 to:

Basic Coating's Human Resource Department

Email: resume@basiccoatings.com