Return the completed form via fax to 714.242.2071 ATTN: Human Resources

Topgrading Career History

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		Social security number
Business address Email:	City Cell:	State	Zip code	Area code + telephone no. ( ) 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 Employed from To

B. Firm Address

City State Zip Phone ( )

Kind of business Employed from To

(show ll as years)
months as we

What (do) out your job?
(did) you
like most o change
ab What
(do)(did)
you least
enjoy?

Reasons for leaving or

(show ll as years)
$

Bonus $

Title Initial compensat $ Final total compensatio $ Other $

Base $

Bonus $

Title Initial compensatio $ Final total compensatio $ Other $

Supervisor responsibili

Name & title of immediate supervisor

Supervisory | Name & title of immediate supervisor

What did you like most about your job?

What did you least enjoy?

Reasons for leaving

C. Firm | Address

City | State | Zip | Phone ( )

Kind of business | Employed from | To (show months as well as years)

Title | Initial compensation $ | Final total compensation $ | Base $ | Bonus $ | Other $

Supervisory responsibilities | Name & title of immediate supervisor

What did you like most about your job?

What did you least enjoy?

Reasons for leaving

Other Positions held:

	a. Company b. City	a. Your Title b. Name of Supervisor	Date (mo/yr) a. Began b. Left	Compensation a. Initial B. Final	a. Type of b. Reason for leaving
D. a.				$	
b.				$	
E. a.				$	
b.				$	
F. a.				$	
b.				$	
G. a.				$	
b.				$	

Indicate by any of the above employers you do not wish

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

A. 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 From	Dates To	Degree	Grade point average	Total credit hours	Major
			(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	Yes	No
Have you ever been convicted of a crime (other than a minor traffic		No
If so, explain		

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.

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 also 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

COMMUNICATION IS CRUCIAL TO SUCCESS.AS SUCH IT IS IMPORTANT THAT OUR CANDIDATES HAVE CLEAR AND CONCISE WRITING SKILLS.WE ASK THAT EVERY CANDIDATE HANDWRITE A BRIEF RESPONSE TO THIS QUESTION:

WHY ARE YOU CONSIDERING LEAVING YOUR CURRENT POSITION?