

**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? \_\_\_\_\_  
\_\_\_\_\_

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? \_\_\_\_\_

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 \_\_\_\_\_

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SUBSEQUENT COURSES OR STUDIES:

_____	DATES _____
_____	DATES _____
_____	DATES _____

HOW WAS YOUR EDUCATION FINANCED? \_\_\_\_\_

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PART-TIME AND SUMMER WORK \_\_\_\_\_

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**ACTIVITIES:**

MEMBERSHIP IN CIVIC, PROFESSIONAL OR SOCIAL ORGANIZATIONS \_\_\_\_\_

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HOBBIES AND INTERESTS \_\_\_\_\_

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**PERSONAL AIMS AND ASSESSMENT:**

WHAT ARE YOUR STRONGEST PERSONAL ATTRIBUTES? \_\_\_\_\_

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IN WHAT AREAS COULD YOU STAND IMPROVEMENT? \_\_\_\_\_

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WHAT ARE YOUR QUALIFICATIONS FOR A MORE RESPONSIBLE POSITION?

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WHAT ARE YOU LOOKING FOR IN A JOB? \_\_\_\_\_

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WHAT WOULD YOU LIKE TO BE DOING IN 5 YEARS? \_\_\_\_\_

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WHAT WOULD YOU LIKE TO BE DOING IN 10 YEARS? \_\_\_\_\_

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WHAT IS YOUR ULTIMATE CAREER GOAL? \_\_\_\_\_

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

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