

**PERSONAL HISTORY FORM**

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

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
HOME ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
BUSINESS ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
DATE OF BIRTH \_\_\_\_\_ AGE \_\_\_\_\_ U.S. CITIZEN \_\_\_\_\_  
POSITION APPLIED FOR \_\_\_\_\_

**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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WHAT DO YOU LEAST ENJOY? \_\_\_\_\_

\_\_\_\_\_

REASONS FOR LEAVING OR DESIRING A CHANGE \_\_\_\_\_

\_\_\_\_\_

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FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

KIND OF BUSINESS \_\_\_\_\_ EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_

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WHAT DO YOU LIKE MOST ABOUT YOUR JOB? \_\_\_\_\_

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WHAT DO YOU LEAST ENJOY? \_\_\_\_\_

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REASONS FOR LEAVING OR DESIRING A CHANGE \_\_\_\_\_

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WHAT DO YOU LIKE MOST ABOUT YOUR JOB? \_\_\_\_\_

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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 \_\_\_\_\_

\_\_\_\_\_

**FAMILY:**

FATHER'S OCCUPATION \_\_\_\_\_ MOTHER'S OCCUPATION \_\_\_\_\_

(or former occupation)

(or former occupation)

FATHER'S NAME \_\_\_\_\_ AGE \_\_\_\_\_ If deceased, give year of death \_\_\_\_\_

MOTHER'S NAME \_\_\_\_\_ AGE \_\_\_\_\_ If deceased, give year of death \_\_\_\_\_

BY WHOM WERE YOU RAISED? \_\_\_\_\_

NAMES, AGES, AND OCCUPATIONS OF BROTHERS AND SISTERS

NAME

AGE

OCCUPATON

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**CURRENT STATUS:**

PLACE OF RESIDENCE: Parent's home \_\_\_\_\_ Apartment \_\_\_\_\_ Home \_\_\_\_\_ Other \_\_\_\_\_

MARITAL STATUS: Single \_\_\_\_\_ Engaged \_\_\_\_\_ Married \_\_\_\_\_ Divorced \_\_\_\_\_ Other \_\_\_\_\_

SPOUSE'S OCCUPATION \_\_\_\_\_ LENGTH OF SERVICE \_\_\_\_\_

NAME(S) AND AGE(S) OF CHILDREN

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AGE \_\_\_\_\_

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AGE \_\_\_\_\_

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AGE \_\_\_\_\_

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AGE \_\_\_\_\_

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AGE \_\_\_\_\_

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AGE \_\_\_\_\_

**ACTIVITIES:**

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

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

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WHAT TYPE OF VACATION DO YOU PREFER? \_\_\_\_\_

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PHYSICAL DATA:

HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ EYE COLOR \_\_\_\_\_ HAIR COLOR \_\_\_\_\_

**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 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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