



Career History Form

Date:	
Position being applied for:	
Applicant's name:	



Career History Form

Educational Background	
What was your time at (school / university) like for you?	
Subjects studied?	
Grades and awards?	
School activities (Sports, clubs, etc.)?	
Activities outside of school / college?	
High points at (school / college)?	
Low points?	
What were your career thoughts as you neared the end of schooling?	



Career History Form

Working History - fill out for each of your previous roles

Employer	
Your job title - Date started & date finished	
Starting and ending salary	
What were you accountable for achieving in this role?	
What results did you achieve? - Quantify with numbers? - How did you achieve results? - Was it individual or team result? - What challenges were overcome?	
What failures or mistakes did you experience? - What happened? - What would you do differently?	
Liked most about role?	
Liked least about role?	
Reason for leaving role?	
Name of immediate supervisor? - Permission to contact? - Contact details?	
What were their strengths and weaknesses?	
If I were to ask them, what would they say your strengths were?	
If I were to ask them, what would they say your weaknesses were?	
(If Management role)	



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<ul style="list-style-type: none"> - Describe the performance of the team you inherited? - What changes did you make? - What style of manager would your employees say you were? - Permission to contact employees? 	
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