



VERICANT Career History Form

Personal Details

Last name

Email address

First name

Phone number

Address

Position

Position applied for

Where did you hear about this position?

Salary expectations



Career History – Professional and Business Experience

Before you begin on the following pages: please start with your present or most recent position and include all full time jobs, completing supplemental sheets if necessary.

Company A

Address

Phone

Type of business

Employed from (month/year)

Employed to (month/year)

Title

Base

Initial compensation

Final total comp

Bonus

Other

Nature of work

Supervisory responsibility



VERICANT Career History Form

Company A Continued

Name and Title of immediate supervisor

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 did you like most about your job?

What did you least enjoy?

Reasons for leaving or desiring to change



VERICANT Career History Form

Company B

Address

Phone

Type of business

Employed from (month/year)

Employed to (month/year)

Title

Base

Initial compensation

Final total comp

Bonus

Other

Nature of work

Supervisory responsibility



VERICANT Career History Form

Company B Continued

Name and Title of immediate supervisor

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 did you like most about your job?

What did you least enjoy?

Reasons for leaving or desiring to change



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Company C

Address

Phone

Type of business

Employed from (month/year)

Employed to (month/year)

Title

Base

Initial compensation

Final total comp

Bonus

Other

Nature of work

Supervisory responsibility



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Company C Continued

Name and Title of immediate supervisor

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 did you like most about your job?

What did you least enjoy?

Reasons for leaving or desiring to change



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Other Positions Held

	Company D	Company E
Company	<input type="text"/>	<input type="text"/>
City	<input type="text"/>	<input type="text"/>
Your Title	<input type="text"/>	<input type="text"/>
Supervisor Name	<input type="text"/>	<input type="text"/>
Date began	<input type="text"/>	<input type="text"/>
Date left	<input type="text"/>	<input type="text"/>
Comp begin	<input type="text"/>	<input type="text"/>
Comp final	<input type="text"/>	<input type="text"/>
Type of work	<input type="text"/>	<input type="text"/>
Reason left	<input type="text"/>	<input type="text"/>
Please indicate by letter any of the above employers you do not wish contacted		<input type="text"/>



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Education

High School : Choose the highest level completed

Year 1 Year 2 Year 3 Year 4

College/Graduate school : Choose the highest level completed

Year 1 Year 2 Year 3 Year 4 Year 5 Year 6 Year 7 Year 8

1. High School

Name of High School & Location

Extracurricular activities, awards, honors

Part time and summer work

2. College

Name and Location

Degree

Major

GPA

Graduation Year

Total Credit Hours

Extracurricular activities, awards, honors



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3. Graduate School

Name and Location

Degree

Major

GPA

Total Credit Hours

Extracurricular activities, awards, honors

What undergraduate course did you like most? Why?

What undergraduate course did you like least? Why?

Part-time and summer work?

Other courses, seminars or studies



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Activities

Membership in professional or job-relevant organizations

Professional licenses, certificates, or additional special honors or awards

For how many years have you studied and/or used Mandarin Chinese?

Career Needs

What are your career objectives?

What qualifications, abilities, and strong points will help you succeed in this job?
Please elaborate briefly on each one.

What are your weak points and areas for improvement? Please elaborate briefly on each one.

How much time off do you like to take each year? (total days, paid and/or unpaid)



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Ratings By Bosses

If you were to be asked to arrange calls with bosses you've had in the past 8 years, what is your best guess as to how they would rate you?

The rating scale is: 5 = Excellent, 4 = Very Good, 3 = Good, 2 = Fair, 1 = Poor on the following:

- Judgment / Decision Making
- Resourcefulness / Initiative
- Drive / Energy
- Team Player
- Likeability
- Leadership

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
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Other

I certify that answers given in this 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 will 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