

# UNCOM Career History Form

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		
Home address	City	State	Zip code	Area code + telephone no. ( )
Business address	City	State	Zip code	Area code + telephone no. ( )
Email address	Mobile #	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 \_\_\_\_\_ Starting date (mo/yr) \_\_\_\_\_ Final (mo/yr) \_\_\_\_\_

Title \_\_\_\_\_ Staff: Number of direct reports: \_\_\_\_\_ Total Staff: \_\_\_\_\_

Salary (Starting) _____ <table style="display: inline-table; border: none; vertical-align: middle;"> <tr><td style="padding: 0 5px;">Base</td><td style="padding: 0 5px;">\$</td><td style="border-bottom: 1px solid black; width: 80px;"></td></tr> <tr><td style="padding: 0 5px;">Bonus</td><td style="padding: 0 5px;">\$</td><td style="border-bottom: 1px solid black; width: 80px;"></td></tr> <tr><td style="padding: 0 5px;">Other</td><td style="padding: 0 5px;">\$</td><td style="border-bottom: 1px solid black; width: 80px;"></td></tr> </table>	Base	\$		Bonus	\$		Other	\$		}	Salary (Final) _____ <table style="display: inline-table; border: none; vertical-align: middle;"> <tr><td style="padding: 0 5px;">Base</td><td style="padding: 0 5px;">\$</td><td style="border-bottom: 1px solid black; width: 80px;"></td></tr> <tr><td style="padding: 0 5px;">Bonus</td><td style="padding: 0 5px;">\$</td><td style="border-bottom: 1px solid black; width: 80px;"></td></tr> <tr><td style="padding: 0 5px;">Other</td><td style="padding: 0 5px;">\$</td><td style="border-bottom: 1px solid black; width: 80px;"></td></tr> </table>	Base	\$		Bonus	\$		Other	\$	
Base	\$																			
Bonus	\$																			
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Bonus	\$																			
Other	\$																			

Name of immediate supervisor \_\_\_\_\_ Title \_\_\_\_\_

What is your best guess as to how this supervisor would rate your overall performance?	Excellent	Very Good	Good	Fair	Poor	Impossible to Provide
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Below

If rating is impossible to provide, please explain \_\_\_\_\_

What do (did) you like most about your job? \_\_\_\_\_

What do (did) you least enjoy? \_\_\_\_\_

Motivation to leave company	100% Mine	Mutual	100% Company's (I was fired)	Options don't fit circumstance
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				See Below

If options don't fit circumstance, please explain \_\_\_\_\_

B. Firm \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Kind of business \_\_\_\_\_ Starting date (mo/yr) \_\_\_\_\_ Final (mo/yr) \_\_\_\_\_

Title \_\_\_\_\_ Staff: Number of direct reports: \_\_\_\_\_ Total Staff: \_\_\_\_\_

Salary (Starting) \_\_\_\_\_ 

Base \$ _____
Bonus \$ _____
Other \$ _____

 Salary (Final) \_\_\_\_\_ 

Base \$ _____
Bonus \$ _____
Other \$ _____

Name of immediate supervisor \_\_\_\_\_ Title \_\_\_\_\_

What is your best guess as to how this supervisor would rate your overall performance?      Excellent      Very Good      Good      Fair      Poor      Impossible to Provide  
                                                                                                              See Below

If rating is impossible to provide, please explain \_\_\_\_\_

What do (did) you like most about your job? \_\_\_\_\_

What do (did) you least enjoy? \_\_\_\_\_

Motivation to leave company      100% Mine      Mutual      100% Company's (I was fired)      Options don't fit circumstance  
                                                                                        See Below

If options don't fit circumstance, please explain \_\_\_\_\_

C. Firm \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Kind of business \_\_\_\_\_ Starting date (mo/yr) \_\_\_\_\_ Final (mo/yr) \_\_\_\_\_

Title \_\_\_\_\_ Staff: Number of direct reports: \_\_\_\_\_ Total Staff: \_\_\_\_\_

Salary (Starting) \_\_\_\_\_ 

Base \$ _____
Bonus \$ _____
Other \$ _____

 Salary (Final) \_\_\_\_\_ 

Base \$ _____
Bonus \$ _____
Other \$ _____

Name of immediate supervisor \_\_\_\_\_ Title \_\_\_\_\_

What is your best guess as to how this supervisor would rate your overall performance?      Excellent      Very Good      Good      Fair      Poor      Impossible to Provide  
                                                                                                              See Below

If rating is impossible to provide, please explain \_\_\_\_\_

What do (did) you like most about your job? \_\_\_\_\_

What do (did) you least enjoy? \_\_\_\_\_

Motivation to leave company      100% Mine      Mutual      100% Company's (I was fired)      Options don't fit circumstance  
                                                                                        See Below

If options don't fit circumstance, please explain \_\_\_\_\_

**Previous Positions Held**

	a. Company b. City c. Performance Rating	a. Your title b. Name of supervisor c. Motivation for Leaving	Date (mo/yr)		Compensation		a. Type of work
			a. Began	b. Left	a. Initial	b. Final	
<b>D.</b>					\$		
	a. _____	_____			\$		
	b. _____	_____					
	c. _____	_____					
<b>E.</b>					\$		
	a. _____	_____			\$		
	b. _____	_____					
	c. _____	_____					
<b>F.</b>					\$		
	a. _____	_____			\$		
	b. _____	_____					
	c. _____	_____					
<b>G.</b>					\$		
	a. _____	_____			\$		
	b. _____	_____					
	c. _____	_____					
<b>H.</b>					\$		
	a. _____	_____			\$		
	b. _____	_____					
	c. _____	_____					
<b>I.</b>					\$		
	a. _____	_____			\$		
	b. _____	_____					
	c. _____	_____					
<b>J.</b>					\$		
	a. _____	_____			\$		
	b. _____	_____					
	c. _____	_____					

**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 completed)

**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, and awards \_\_\_\_\_

Part-time and summer work \_\_\_\_\_

**College/Graduate School**

Name and location	Dates		Degree	Major	Grade Point Average	Total Credit Hours	Extracurricular activities, honors and awards
	From	To					
					(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 for any employer in the United States? Yes \_\_\_ No \_\_\_

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 \_\_\_

**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 may 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



[www.uncom-milw.org](http://www.uncom-milw.org)

**Please return this form to United Neighborhood Centers of Milwaukee  
[jobs@uncom-milw.org](mailto:jobs@uncom-milw.org)**