



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 law.

Last Name

First Name

Middle Name

Home Address

City

County

Post code

Business Address

City

County

Post code

E-mail

Telephone

Date

Position Applied For

Earnings Expected (£)

I. BUSINESS EXPERIENCE: (Please start with your present or most recent position)

A. Firm

Address City County Post code

Telephone Kind of business Start date End date

Title Staff: Number of direct reports Total staff

Salary (Starting)

(Base £ Bonus £ Other £)

Salary (Final)

(Base £ Bonus £ Other £)

Name of immediate supervisor Title

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

What do (did) you least enjoy?

Reasons for leaving or desiring to change

B. Firm

Address City County Post code

Telephone Kind of business Start date End date

Title Staff: Number of direct reports Total staff

Salary (Starting)

(Base £ Bonus £ Other £)

Salary (Final)

(Base £ Bonus £ Other £)

Name of immediate supervisor Title

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

What do (did) you least enjoy?

Reasons for leaving or desiring to change

C. Firm

Address City County Post code

Telephone Kind of business Start date End date

Title Staff: Number of direct reports Total staff

Salary (Starting)

(Base £ Bonus £ Other £)

Salary (Final)

(Base £ Bonus £ Other £)

Name of immediate supervisor Title

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

What do (did) you least enjoy?

Reasons for leaving or desiring to change

II. MILITARY EXPERIENCE:

If in service, indicate branch

Date entered

Date discharged

Nature of duties

Highest rank and/or level

Terminal rank and/or level

III. EDUCATION:

Secondary/High School

Name of school

Location

GCSE results

Extracurricular activities

Honours or awards

Part-time and summer work

Sixth Form/College

Name of college

Location

AS & A level results

Extracurricular activities

Honours or awards

Part-time and summer work

University

Name of university

Location

Date from

Date to

Qualification(s)

Grade(s)

Extracurricular activities

Honours or awards

Which undergraduate course did you like most? Why?

Which undergraduate course 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-related organisations (you may exclude groups that indicate race, colour, religion, national origin, disability or other protected status)

Publications, patents, inventions, professional licenses or additional special honours 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 Kingdom?

Yes

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

I certify that answers given in this Career History Form are true, accurate and complete to the best of my knowledge. I authorise 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.

Please return this form with your CV to support@investorcircle.co.uk