



# Career History Form

*Application for Employment*

**Home Inspired Senior Living**

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## INSTRUCTIONS

Thank you for completing the Career History Form. Please read these instructions carefully before completing the form.

1. In the Business Experience section, each letter (A, B, C, etc.) corresponds to a specific job. If, for example, your present employer is Acme Inc. and you have had three different jobs with Acme, then:
  - A is your present job with Acme
  - B is the next previous job at Acme, and
  - C is your first job with Acme

Please complete a section of this form (A, B ,C, etc.) **for every job** where there was a change in your job title.

2. Begin with your present, or most recent, job and progress backward in time until you complete the form for your first full-time job.
3. Understand that if you are applying for a job with a different employer, before a final job offer, **you will probably be asked to arrange personal reference calls with bosses (and others)**. There are three reasons we ask you to do this:
  - a) Your development. Candid, confidential insights of bosses and others can be used to help you move smoothly into the next job and can help you create a powerful Individual Development Plan.
  - b) Verification. Confidential reference calls with bosses and others will add credibility to the information you have provided throughout the hiring process.
  - c) Ease. It's difficult for us to get former bosses and others to talk with us, but high performers CAN arrange for those personal discussions.

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.) REMINDER: DO NOT COMBINE JOBS—FILL OUT A COMPLETE SECTION OF THIS FORM FOR **EVERY** JOB WHERE JOB TITLE CHANGED.

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)	Base \$ _____	Salary (Final)	Base \$ _____
	Bonus \$ _____		Bonus \$ _____
	Other \$ _____		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"/>	<input type="checkbox"/>

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

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

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

If you are leaving or have left the company, please indicate your motivation to leave.

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"/>

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

Reason(s) for leaving \_\_\_\_\_

**REMINDER:** DO NOT COMBINE JOBS—FILL OUT A COMPLETE SECTION OF THIS FORM FOR **EVERY** JOB WHERE JOB TITLE CHANGED.

**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 \$ _____	]	Salary (Final)	[	Base \$ _____	]
		Bonus \$ _____				Bonus \$ _____	
		Other \$ _____				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"/>	<input type="checkbox"/>

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

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

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

If at the end of this job you left the company, please indicate your motivation to leave.	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"/>

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

Reason(s) for leaving \_\_\_\_\_

**REMINDER:** DO NOT COMBINE JOBS—FILL OUT A COMPLETE SECTION OF THIS FORM FOR **EVERY** JOB WHERE JOB TITLE CHANGED.

**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 \$ _____	]	Salary (Final)	[	Base \$ _____	]
		Bonus \$ _____				Bonus \$ _____	
		Other \$ _____				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"/>	<input type="checkbox"/>

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

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

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

If at the end of this job you left the company, please indicate your motivation to leave.	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"/>

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

Reason(s) for leaving \_\_\_\_\_

**Previous Positions Held** REMINDER: DO NOT COMBINE JOBS—FILL OUT A COMPLETE SECTION OF THIS FORM FOR **EVERY** JOB WHERE YOUR JOB TITLE CHANGED.

- |  |   |              |              |                 |
|--|---|--------------|--------------|-----------------|
| a. Company   | a. Your title   | Date (mo/yr) | Compensation | a. Type of work |
| b. City, State   | b. Name of supervisor   | a. Began     | a. Initial   |                 |
| c. Performance Rating (Excellent, Very Good, Good, Fair, Poor) | c. If left the company after this job, Motivation for Leaving (100% Mine, Mutual, 100% Company's) | b. Left      | b. Final     |                 |

<b>D.</b>	a.			Initial \$	
	b.			Final \$	
	c.				
<b>E.</b>	a.			Initial \$	
	b.			Final \$	
	c.				
<b>F.</b>	a.			Initial \$	
	b.			Final \$	
	c.				
<b>G.</b>	a.			Initial \$	
	b.			Final \$	
	c.				
<b>H.</b>	a.			Initial \$	
	b.			Final \$	
	c.				
<b>I.</b>	a.			Initial \$	
	b.			Final \$	
	c.				
<b>J.</b>	a.			Initial \$	
	b.			Final \$	
	c.				

Indicate by letter \_\_\_\_\_ any of the above employers you do not wish contacted.

**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

 (Input X below number for 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=____)		
					(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. 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 \_\_\_ Likability \_\_\_ Leadership \_\_\_

**VII. 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 the last step before a final job offer? Yes \_\_\_ No \_\_\_

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

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