Instructions

Please read these instructions carefully before completing the form.

1. Please be thorough when completing this form. This information helps subsequent hiring steps be more efficient so none of your time is wasted.

2. Please do not use phrases such as, "See Resume" or "See Application".

3. Repeat the Business Experience table for each specific job that you have had, starting with the most recent. This section should be completed for each change in employer or job title. Begin with your present, or most recent, job and progress backward in time until you complete the form for a minimum of ten years.

4. Understand that 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.

5. After completing the Career History Form please complete the Salary Information Form

Pre—employment Background Checks and Verification of Prior Employment

All applicants are subject to verification of prior employment and a comprehensive background check. That may include education verification, criminal and driving history. 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 Name _____ Middle Name _____

Home Address _____   City _____ Country _____

Area Code and Telephone Number _____

Business Address _____ City _____ Country _____

Area Code and Telephone Number _____

Email Address _____ Mobile Number _____

Position Applied For**: _____**

BUSINESS EXPERIENCE:

Please start with your present or most recent position. Repeat this table for every job (Firm or Job Title Change)

Firm_____Address_____

City _____ State _____Zip_____ Phone_____

Type of Business_____ Starting Date (mm/yy) _____Final Date (mm/yy) _____

Title _____

Number of Direct Title Reports Staff _____Total Staff_____

Name of Immediate
Supervisor_____Title_____

What is your best guess as to how this supervisor would rate your overall performance? Check appropriate box.	Excellent	Very Good	Good	Fair	Poor	Impossible To Provide

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. Check appropriate box.	100% Mine	Mutual	100% Company's (I was fired)	Options don't fit circumstance

If options don't fit circumstance, please explain _____

Reason(s) for leaving: _____

BUSINESS EXPERIENCE:

Please start with your present or most recent position. Repeat this table for every job (Firm or Job Title Change)

Firm_____Address_____

City _____ State _____Zip_____ Phone_____

Type of Business_____ Starting Date (mm/yy) _____Final Date (mm/yy) _____

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What do (did) you least enjoy?   _____

If you are leaving or have left the company, please indicate your motivation to leave. Check appropriate box.	100% Mine	Mutual	100% Company's (I was fired)	Options don't fit circumstance

If options don't fit circumstance, please explain _____

Reason(s) for leaving: _____

EDUCATION:

College/High School/University

Name and Location	Dates From	To	Degree	Major	Grade point Average	Total Credit hours	Extracurricular activities, honors' and awards
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Part-time or summer work: _____

What courses did you like least? Why? _____

How was your education financed? _____

Part-time and summer work _____

Other courses, seminars, or studies _____

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?

_____

CAREER NEEDS

Willing to relocate? Check appropriate box.   Yes   No

If no explain _____

Amount of overnight travel acceptable _____

What are your career objectives?   _____

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
____	____	____	____	____	____

OTHER

Check appropriate box.

Do you have the legal right to work for any employer in the UAE?   Yes   No

Would you be willing to arrange reference calls with supervisors   Yes   No
you've had in the past decade, as a last step before a final job
offer?

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_____