



Topgrading® Career History Form

Resumes
P.O. Box 241525
Montgomery, AL 36124-1525

Thank you for taking the time to complete 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 and you have had three different jobs, each with a different job title with Acme:
 - A is Acme, present job
 - B is Acme, the next previous job
 - C is Acme, the job previous to B

Please complete a section of this form (A, B ,C, etc.) **for every job** where there was a change in your job title. The only jobs to be grouped would be ones such as a two-year job rotation in a management training program—where the "job" changes every three months but the salary stays basically the same, and the job title is really "management trainee".

2. Begin with your present, or most recent, job and progress backward in time going from A to B to C, etc.
3. The form is set up for up to 10 job titles, A – J. If you have had more than 10 jobs, that's okay, but please attach a separate sheet outlining those additional jobs formatted like jobs D – J.
4. For each job you are asked to estimate how your final boss would rate your overall performance on a scale of Excellent, Very Good, Good, Fair, and Poor.
5. **Once completed the form may be submitted via mail (address is below), email (resumes@tritonmgt.com) or by fax (334-460-2675).**

If you are applying for a job with a different company: At an appropriate time (near a job offer) we may ask you to arrange personal reference calls with bosses you've had.



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.) 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 \$ _____
	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
<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 (Starting)	Base \$ _____	} Salary (Final)		
				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

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

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 (Starting)	Base \$ _____	} Salary (Final)		
				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

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

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 | |

D.	a.			Initial \$	
	b.			Final \$	
	c.				
E.	a.			Initial \$	
	b.			Final \$	
	c.				
F.	a.			Initial \$	
	b.			Final \$	
	c.				
G.	a.			Initial \$	
	b.			Final \$	
	c.				
H.	a.			Initial \$	
	b.			Final \$	
	c.				
I.	a.			Initial \$	
	b.			Final \$	
	c.				
J.	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
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 College/Graduate School

1	2	3	4	5	6	7	8
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 (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	Total	Extracurricular activities, honors and awards
	From	To			Point Average	Credit Hours	
					(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 Topgrading 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

Please return this form to the company requesting its completion, *not* to Smart & Associates, Inc.

Resumes
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