



CAREER HISTORY FORM

**P.O. Box 3431 • San Luis Obispo, CA 93403
Ph (866) 548-1555 • Fax (805) 543-0863**

MC# 549026

This form may be completed electronically by using Adobe Acrobat Reader. To begin, Save this file to your desktop using the following file name: <your last name>_careerhistory.pdf. When you are finished, save the file again and email it to: employment@highstlogistics.com

APPLICATION INSTRUCTIONS

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 going from A to B, etc.
3. The form is set up for up to 10 job titles, A – J. If you have had more than 10 jobs, please attach a separate sheet outlining those additional jobs formatted like jobs E – J.
4. For each job you are asked to estimate how your final supervisor would rate your overall performance on a scale of Excellent, Very Good, Good, Fair, and Poor. 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 employers you’ve had.

CAREER HISTORY FORM

This information will not be the only basis for hiring decisions.

Date _____

You are not required to furnish any information that is prohibited by federal, state or local law.

Last Name _____ First Name _____ Middle _____

Home Address _____

City _____ State _____ Zip Code _____ County _____

Phone () _____ Mobile () _____ Email _____

Business Address _____

City _____ State _____ Zip Code _____ County _____

Phone () _____ Fax () _____ Email _____

Position Applied For _____ Earnings Expected \$ _____

BUSINESS EXPERIENCE

Please start with your present or most recent position. REMINDER: DO NOT COMBINE JOBS—PLEASE FILL OUT A COMPLETE SECTION OF THIS FORM FOR EVERY JOB WHERE JOB TITLE CHANGED.

A) Firm _____ Kind of Business _____

Business Address _____

City _____ State _____ Zip Code _____ County _____

Phone () _____ Fax () _____ Email _____

Title _____ Start (Mo/Yr) ____ / ____ End (Mo/Yr) ____ / ____

Salary (Starting) _____ Salary (Final) _____ Staff (# of Direct Reports) ____ Total Staff _____

Name of Immediate Supervisor _____ Supervisor's Title _____

What is your best guess as to how this supervisor would rate your overall performance? (Check One)

____ 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 One)

____ 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? _____

B) Firm _____ Kind of Business _____

Business Address _____

City _____ State _____ Zip Code _____ County _____

Phone () _____ Fax () _____ Email _____

Title _____ Start (Mo/Yr) ____ / ____ End (Mo/Yr) ____ / ____

Salary (Starting) _____ Salary (Final) _____ Staff (# of Direct Reports) ____ Total Staff _____

Name of Immediate Supervisor _____ Supervisor's Title _____

What is your best guess as to how this supervisor would rate your overall performance? (Check One)

____ 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 One)

____ 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

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

C) Firm _____ **Kind of Business** _____

Business Address _____

City _____ **State** _____ **Zip Code** _____ **County** _____

Phone () _____ **Fax ()** _____ **Email** _____

Title _____ **Start (Mo/Yr)** ____ / ____ **End (Mo/Yr)** ____ / ____

Salary (Starting) _____ **Salary (Final)** _____ **Staff (# of Direct Reports)** ____ **Total Staff** _____

Name of Immediate Supervisor _____ **Supervisor's Title** _____

What is your best guess as to how this supervisor would rate your overall performance? *(Check One)*

____ 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 One)*

____ 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? _____

D) Firm _____ **Kind of Business** _____

Business Address _____

City _____ **State** _____ **Zip Code** _____ **County** _____

Phone () _____ **Fax ()** _____ **Email** _____

Title _____ **Start (Mo/Yr)** ____ / ____ **End (Mo/Yr)** ____ / ____

Salary (Starting) _____ **Salary (Final)** _____ **Staff (# of Direct Reports)** ____ **Total Staff** _____

Name of Immediate Supervisor _____ **Supervisor's Title** _____

What is your best guess as to how this supervisor would rate your overall performance? *(Check One)*

____ 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 One)*

____ 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

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

E) Firm _____ City _____ State _____
 Your Title _____ Name of Supervisor _____
 Start (Mo/Yr) _____ / _____ End (Mo/Yr) _____ / _____ Salary (Start) _____ Salary (Final) _____
 Performance Rating (Check One) _____ Excellent _____ Very Good _____ Good _____ Fair _____ Poor
 Motivation for Leaving (Check One) _____ 100% Mine _____ Mutual _____ 100% Company's

F) Firm _____ City _____ State _____
 Your Title _____ Name of Supervisor _____
 Start (Mo/Yr) _____ / _____ End (Mo/Yr) _____ / _____ Salary (Start) _____ Salary (Final) _____
 Performance Rating (Check One) _____ Excellent _____ Very Good _____ Good _____ Fair _____ Poor
 Motivation for Leaving (Check One) _____ 100% Mine _____ Mutual _____ 100% Company's

G) Firm _____ City _____ State _____
 Your Title _____ Name of Supervisor _____
 Start (Mo/Yr) _____ / _____ End (Mo/Yr) _____ / _____ Salary (Start) _____ Salary (Final) _____
 Performance Rating (Check One) _____ Excellent _____ Very Good _____ Good _____ Fair _____ Poor
 Motivation for Leaving (Check One) _____ 100% Mine _____ Mutual _____ 100% Company's

H) Firm _____ City _____ State _____
 Your Title _____ Name of Supervisor _____
 Start (Mo/Yr) _____ / _____ End (Mo/Yr) _____ / _____ Salary (Start) _____ Salary (Final) _____
 Performance Rating (Check One) _____ Excellent _____ Very Good _____ Good _____ Fair _____ Poor
 Motivation for Leaving (Check One) _____ 100% Mine _____ Mutual _____ 100% Company's

I) Firm _____ City _____ State _____
 Your Title _____ Name of Supervisor _____
 Start (Mo/Yr) _____ / _____ End (Mo/Yr) _____ / _____ Salary (Start) _____ Salary (Final) _____
 Performance Rating (Check One) _____ Excellent _____ Very Good _____ Good _____ Fair _____ Poor
 Motivation for Leaving (Check One) _____ 100% Mine _____ Mutual _____ 100% Company's

J) Firm _____ City _____ State _____
 Your Title _____ Name of Supervisor _____
 Start (Mo/Yr) _____ / _____ End (Mo/Yr) _____ / _____ Salary (Start) _____ Salary (Final) _____
 Performance Rating (Check One) _____ Excellent _____ Very Good _____ Good _____ Fair _____ Poor
 Motivation for Leaving (Check One) _____ 100% Mine _____ Mutual _____ 100% Company's

MILITARY EXPERIENCE

If you are in the service, please fill out the following information.

Branch _____ Entry (Mo/Yr) _____ / _____ Discharge (Mo/Yr) _____ / _____
 Nature of Duties _____
 Highest Rank or Grade _____ Terminal Rank or Grade _____

EDUCATION

Please Check the Highest Grade Completed.

High School ___1___2___3___4 College/Graduate School ___1___2___3___4___5___6___7___8

High School

Name of High School _____ Location _____

Approx. # in Graduating Class _____ Rank From the Top _____ Final GPA _____

Extracurricular Activities _____

Offices, Honors, and Awards _____

Part-time and Summer Work _____

College/Graduate School

Name _____ Location _____

Major _____ From (Mo/Yr) _____ / _____ To (Mo/Yr) _____ / _____

Degree Earned _____ Final GPA _____ Total Credit Hours _____

Extracurricular Activities _____

Offices, Honors, and Awards _____

Name _____ Location _____

Major _____ From (Mo/Yr) _____ / _____ To (Mo/Yr) _____ / _____

Degree Earned _____ Final GPA _____ Total Credit Hours _____

Extracurricular Activities _____

Offices, Honors, and Awards _____

Name _____ Location _____

Major _____ From (Mo/Yr) _____ / _____ To (Mo/Yr) _____ / _____

Degree Earned _____ Final GPA _____ Total Credit Hours _____

Extracurricular Activities _____

Offices, Honors, and Awards _____

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 _____

ACTIVITIES

Please list any 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 One*) Yes No If no, explain. _____

Amount of overnight travel acceptable _____

What are your career objectives?

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 High Street Logistics 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 completed form by email: employment@highstlogistics.com or by fax: (805)781-9255.