

# 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 name	Middle		
Home address	City	State	Zip Code	Phone no.
Business address	City	State	Zip Code	Phone no.
Email address	Mobile #	Date		
Position applied for:		Earnings expected	\$	

**I. BUSINESS EXPERIENCE:** (please start with your present or most recent position. Copy additional sections if required)

**A.** Firm \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ 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	\$ _____	FT or PT:	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 \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ 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	\$ _____	FT or PT:	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 \_\_\_\_\_

# Career History Form

**C.** Firm \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ 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 \$ \_\_\_\_\_ FT or PT: 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 \_\_\_\_\_

**D.** Firm \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ 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 \$ \_\_\_\_\_ FT or PT: 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 \_\_\_\_\_

**E.** Firm \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ 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 \$ \_\_\_\_\_ FT or PT: 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 \_\_\_\_\_

# Career History Form

**F.** Firm \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ 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 \$ \_\_\_\_\_ FT or PT: 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 \_\_\_\_\_

**G.** Firm \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ 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 \$ \_\_\_\_\_ FT or PT: 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 \_\_\_\_\_

**H.** Firm \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ 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 \$ \_\_\_\_\_ FT or PT: 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 \_\_\_\_\_

# Career History Form

## II. MILITARY EXPERIENCE

Branch \_\_\_\_\_ Date (mo/yr) entered \_\_\_\_\_ Date (mo/yr) discharged \_\_\_\_\_

Nature of duties \_\_\_\_\_

Highest rank or grade \_\_\_\_\_ Terminal rank or grade \_\_\_\_\_

## III. EDUCATION

**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/awards \_\_\_\_\_

Part-time and summer work \_\_\_\_\_

### College/Graduate School

Name and location	Dates		Degree	Major	GPA	Total Credit Hours	Extracurricular activities, honors and awards
	From	To					

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 other 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 History Form

## V. CAREER NEEDS:

What are your career objectives?

---

## VI. OTHER:

Do you have the legal right to work for any employer in the United States? (Y/N) \_\_\_\_\_

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? (Y/N) \_\_\_\_\_

## VII. SUMMARY:

Please conclude with a summary of why you would be a fit for American Home Buyer:

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

**Please return this form with your resume to:**

**American Home Buyer, Ltd.**

2223 Mangum Rd, Houston, TX 77092

Phone: 713-660-7800

[hr@ahb-usa.com](mailto:hr@ahb-usa.com)

[www.AmericanHomeBuyer.us](http://www.AmericanHomeBuyer.us)