



Date: _____

TopGrading Career History & Employment Application

This information will not be the sole basis for hiring decisions. You are not required to furnish any information which is prohibited by federal, state or local laws.

Position for which you are applying: _____

Compensation Range expected or needed: _____

Last Name	First Name	Middle Name	Social Security Number		
Home Address	City	State	Zip Code	Area Code	Telephone #
Business Address	City	State	Zip Code	Area Code	Telephone #
E-Mail Address				FAX - Area Code	Telephone #

1. Business Experience: (Please start with your present or most recent position)

a. Company _____ **Address** _____

City _____ State _____ Zip _____ Phone () _____

Kind of Business _____ Employed from _____ to _____

Title/Role _____ Initial Compensation _____ Current Compensation _____

Nature of Work _____

Supervisory Responsibilities _____

Name and Title of your Immediate Supervisor _____

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

What (do) (did) you like least about your job? _____

Reason for leaving or desiring a change in your employment? _____

b. Company _____ **Address** _____

City _____ State _____ Zip _____ Phone () _____

Kind of Business _____ Employed from _____ to _____

Title/Role _____ Initial Compensation _____ Ending Compensation _____

Nature of Work _____

Supervisory Responsibilities _____

Name and Title of your Immediate Supervisor _____

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

What (do) (did) you like least about your job? _____

Reason for leaving or desiring a change in your employment? _____

c. Company _____ **Address** _____

City _____ State _____ Zip _____ Phone () _____

Kind of Business _____ Employed from _____ to _____

Title/Role _____ Initial Compensation _____ Ending Compensation _____

Nature of Work _____

Supervisory Responsibilities _____

Name and Title of your Immediate Supervisor _____

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

What (do) (did) you like least about your job? _____

Reason for leaving or desiring a change in your employment? _____

Prior Career History

D. Company	Your Title	Date Started	Initial Compensation	Reason for leaving
City – State - Zip	Name of Supervisor	Date Left	Ending Compensation	Type of Work
E. Company	Your Title	Date Started	Initial Compensation	Reason for leaving
City – State - Zip	Name of Supervisor	Date Left	Ending Compensation	Type of Work
F. Company	Your Title	Date Started	Initial Compensation	Reason for leaving
City – State - Zip	Name of Supervisor	Date Left	Ending Compensation	Type of Work
G. Company	Your Title	Date Started	Initial Compensation	Reason for leaving
City – State - Zip	Name of Supervisor	Date Left	Ending Compensation	Type of Work

II. Military Experience (if applicable)

If in Service – Branch?	Date entered	Date 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 (Please “X” highest level completed)

A. High School _____ Location _____

Approximate number in Graduating Class _____ Your Rank from Top _____

Final Grade Point Average _____ (A= _____) Scores on SAT/ACT _____

Extracurricular Activities _____

Offices / Honors / Awards _____

Part-Time and Summer Work _____

What (do) (did) you like most about High School? _____

What (do) (did) you like least about High School? _____

B. Undergraduate College or University _____ Location _____

Approximate number in Graduating Class _____ Your Rank from Top _____

Final Grade Point Average _____ (A= _____) Degree(s) _____

Extracurricular Activities _____

Offices / Honors / Awards _____

How did you finance your education? _____

What Courses/Subjects (do) (did) you like most about College or University? _____

What Courses/Subjects (do) (did) you like least about College or University? _____

C. Graduate College or University _____ Location _____

Approximate number in Graduating Class _____ Your Rank from Top _____

Final Grade Point Average _____ (A= _____) Degree(s) _____

Extracurricular Activities / Offices / Honors / Awards _____

How did you finance your Graduate education? _____

IV. Activities and Interests

Memberships in Professional or job-relevant organizations? - (You may exclude groups that indicate race, color, religion, national origin, disability or any other protected status.)

Professional Licenses or Certifications, Special Honors or Awards, Publications, Patents or Inventions?

What qualifications, abilities and strong points will help you succeed in the Position for which you are applying, and will help you be an Impact Player in our organization?

Special skills you can bring to this position? (Languages spoken, Software programs, etc.)?

What are your weaker points and areas for improvement you would bring into the Role or Position with our organization?

V. Career Needs and Objectives

Able to travel, if required? (travel requirements would be minimal) Yes ___ No ___ If "No," please explain

What are your long-term Career Objectives? _____

VI. Other Considerations

Do you have the legal right to work in the United States? Yes ___ No ___

Can you provide any and all legal documentation required for employment? Yes ___ No ___

Have you ever been convicted of a felony or misdemeanor, other than a minor traffic violation, or pleaded guilty or no contest (resulting in a deferred adjudication) to any criminal offense? Yes ___ No ___

If "Yes," please attach an additional sheet for each incident, identifying the nature of the crime, how much time has elapsed since the conviction, and any additional explanation you wished to have considered as to why the matter should not exclude you from employment. A criminal history is not an automatic exclusion, but the failure to accurately disclose one not that has been expunged or sealed generally is.

How did you hear about this position? _____

VII. Certification and Acknowledgement

I certify that answers given in this Career History Form and Employment Application are accurate and complete to the best of my knowledge. I authorize investigation into all statements I have made on this Form and Application, as well as related background, history, references, and employment information. I additionally authorize a criminal history to be run. I release Waco Habitat and any prior employer, reference, or third-party information provider from liability for seeking or providing information on me, even if it turns out to be inadvertently inaccurate.

In the event I am offered employment or employed by Employer, I understand any subsequently discovered false or misleading information I provided, either on my Career History Form or during interviews, may result in immediate discharge and/or Employer may initiate legal action against me. I understand that employees are required to abide by all Employer rules and regulations. I acknowledge that Employer or I may end my employment ("at-will") at any time, for any reason that is not illegal.

Signature _____ Date _____