

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 law.

Surname	First name	Date of Application
Nationality	ID Number	Date of Birth
Home address	City	Income Tax number
Business address	City	Social Security number
E-mail	Mobile	
Position applied for	Earnings expected N\$	

BUSINESS EXPERIENCE: (Please start with your present or most recent position)

Firm A	Type of business	Employed from (MM/YYYY)
Address	City	Employed to (MM/YYYY)
Country	Telephone Number	Name & title of immediate supervisor
Job Title		
Core Duties		
Supervisory responsibility		
What do/did you like most about your job?		
What do/did you least enjoy?		
Reasons for leaving or desiring to change?		

Firm B	Type of business	Employed from (MM/YYYY)
Address	City	Employed to (MM/YYYY)
Country	Telephone Number	Name & title of immediate supervisor
Job Title		
Core Duties		
Supervisory responsibility		
What did you like most about your job?		
What did you least enjoy?		
Reasons for leaving or desiring to change?		

Other Positions held:

Firm C	Job Title	Core Duties	
City	Name of supervisor	Employed from (MM/YYYY)	Employed to (MM/YYYY)
Telephone Number	Position of supervisor	Reason for leaving	

Firm D	Job Title	Core Duties	
City	Name of supervisor	Employed from (MM/YYYY)	Employed to (MM/YYYY)
Telephone Number	Position of supervisor	Reason for leaving	

Indicate if any the above employers you do not wish to be contacted.

SECONDARY EDUCATION:

Secondary School Name	City	Highest Grade Completed
Approximate number of students in class	Approximate rank from the top	Final Point average %
Extracurricular activities		
Offices, honours/awards		
Part-time and holiday work		

TERTIARY EDUCATION:

University/College Name	City	Qualification Obtained
Start Date (MM/YYYY)	End Date (MM/YYYY)	How was your education financed?
Which course did you like most?	Why?	
Which course did you like least?	Why?	
Part-time and summer work		
Other courses, seminars, or studies		

PROFESSIONAL REGISTRATION:

Engineering Council of Namibia (ECN)	Registration Status	Registration Number
Engineering Council of South Africa (ECSA)	Registration Status	Registration Number
Other	Registration Status	Registration Number

ACTIVITIES:

Membership in professional or job-relevant organisations
Publications, patents, inventions, professional licenses, or additional special honours 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?	Yes	No (explain)
Willing to work outside Namibia?	Yes	No (explain)
What are your career objectives?		

OTHER:

Do you have the legal right to work for any employer in Namibia?	Yes	No
Have you ever been convicted of a crime (other than a minor traffic violation)	Yes (explain)	
		No

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.

In the event I am employed, I understand that any false or misleading information I knowingly provided in this Career History Form or interview(s) may result in discharge and/or legal action. I understand also 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 _____