



HONDA

CAMBRIDGE CENTRE HONDA

www.cambridgecentrehonda.com

Career History Form

First Name	Last Name		
Home Address	City	Province	Postal Code
Email Address	Phone 1	Phone 2	
Position Applying For:	Expected Earnings		

Dear Candidate,

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 Co.* and you have had three different jobs each with a different job title for *Acme Co.*:
A is for *Acme Co.* present job
B is for *Acme Co.* the next previous job
C is for *Acme Co.* 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.

2. Begin with your present, or more recent job and progress backwards in time going from A to B to C, etc.
3. The form is set up for 7 job titles, A-G. If you have more than 7 jobs, that's okay, but please attach a separate sheet outlining those additional jobs formatted like jobs D-G.
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.

At an appropriate time (near a job offer) we may ask you to arrange personal calls with supervisors you've had.

*If you have had very little job history, that is ok. Please fill out all the sections that apply to you.

Job Experience

A. Company Name	Type of Business	
Address	City	Phone
Start Date (Month/Year)	End Date (Month/Year)	Job Title
Earnings (starting)	Earnings (ending)	
Name of immediate supervisor		
What is your best guess as to how your supervisor would rate your overall performance?		
<input type="radio"/> Excellent <input type="radio"/> Very good <input type="radio"/> Fair <input type="radio"/> Poor <input type="radio"/> Impossible to provide		
If this rating is impossible to provide, please explain:		
What do/did you like most about your job?		
What do/did you like least about your job?		
If you are leaving or have left the company; please indicate your motivation to leave.		
<input type="radio"/> 100% Mine <input type="radio"/> Mutual <input type="radio"/> 100% Company (I was terminated) <input type="radio"/> Options don't fit circumstance		
If options don't fit, please explain:		

B. Company Name	Type of Business	
Address	City	Phone
Start Date (Month/Year)	End Date (Month/Year)	Job Title
Earnings (starting)	Earnings (ending)	
Name of immediate supervisor		
What is your best guess as to how your supervisor would rate your overall performance?		
<input type="radio"/> Excellent <input type="radio"/> Very good <input type="radio"/> Fair <input type="radio"/> Poor <input type="radio"/> Impossible to provide		
If this rating is impossible to provide, please explain:		
What do/did you like most about your job?		
What do/did you like least about your job?		
If you are leaving or have left the company; please indicate your motivation to leave.		
<input type="radio"/> 100% Mine <input type="radio"/> Mutual <input type="radio"/> 100% Company (I was terminated) <input type="radio"/> Options don't fit circumstance		
If options don't fit, please explain:		

C.

Company Name	Type of Business	
Address	City	Phone
Start Date (Month/Year)	End Date (Month/Year)	Job Title
Earnings (starting)	Earnings (ending)	
Name of immediate supervisor		
What is your best guess as to how your supervisor would rate your overall performance?		
<input type="radio"/> Excellent <input type="radio"/> Very good <input type="radio"/> Fair <input type="radio"/> Poor <input type="radio"/> Impossible to provide		
If this rating is impossible to provide, please explain:		
What do/did you like most about your job?		
What do/did you like least about your job?		
If you are leaving or have left the company; please indicate your motivation to leave.		
<input type="radio"/> 100% Mine <input type="radio"/> Mutual <input type="radio"/> 100% Company (I was terminated) <input type="radio"/> Options don't fit circumstance		
If options don't fit, please explain:		

Previous Positions – DO NOT COMBINE JOBS – Fill out complete section of this form for every job where your title changed.

- a. Company
- b. City, Province
- c. Performance rating
(Excellence, very good, fair, poor)
- d. Your job title
- e. Name of supervisor
- f. Reason for leaving the company
(100% Mine, Mutual, 100% company)
- g. i. Start Date (month/year)
- g. ii. End Date (month/year)
- h. i. Earnings (starting)
- h. ii. Earnings (ending)

D

a.	d.	g. i.	g. ii.
b.	e.	h. i.	h. ii.
c.	f.		

E

a.	d.	g. i.	g. ii.
b.	e.	h. i.	h. ii.
c.	f.		

F

a.	d.	g. i.	g. ii.
b.	e.	h. i.	h. ii.
c.	f.		

G

a.	d.	g. i.	g. ii.
b.	e.	h. i.	h. ii.
c.	f.		

Education

Please check the highest level of High School completed:

9 10 11 12 13/OAC

Please check the number of college/university/graduate years complete:

1 2 3 4 5 6 7 8

High School

Name of High School	Location
Extracurricular Activities	
Offices, Honours, and Awards	
Part-time and summer work	

College/University

Name	
Major	Years Attended
Degree or Certificate Earned	
Extracurricular Activities	
Offices, Honours, and Awards	

What course did you like the most? Why?

What course did you like the least? Why?

Self-Assessment

What qualifications, abilities, and strong points will help you succeed at this job?

What are your weak points and areas for improvement?

Ratings by Supervisors

If you were to be asked to arrange calls with supervisors you have had in the past 8 years, what is your best guess as to how they would rate you (the rating scale is 5-Excellent, 4- Very Good, 3 – Good, 2 – Fair, 1-Poor) on the following

Friendly _____ Likability _____ Attitude _____ Decision Making _____ Initiative _____ Team Player _____ Leadership _____

Other

I am willing to arrange reference calls with supervisors I've had in the past decade, as a last step before a final job offer?

Yes No

I am willing to submit to a background check? Yes No

I am willing to submit to a driver's abstract check? Yes No

I am willing to submit to a credit check? Yes No

I certify that the 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 supervisors I've worked for.

In the event that 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 Cambridge Centre Honda.

Signature

Date