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| --- | --- |
| Date: |  |
| Position being applied for: |  |
| Applicant’s name: |  |

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| Educational Background | |
| What was your time at (school / university) like for you? |  |
| Subjects studied? |  |
| Grades and awards? |  |
| School activities (Sports, clubs, etc.)? |  |
| Activities outside of school / college? |  |
| High points at (school / college)? |  |
| Low points? |  |
| What were your career thoughts as you neared the end of schooling? |  |

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| Working History - fill out for each of your previous roles | |
| Employer |  |
| Your job title  - Date started & date finished |  |
| Starting and ending salary |  |
| What were you accountable for achieving in this role? |  |
| What results did you achieve?  - Quantify with numbers?  - How did you achieve results?  - Was it individual or team result?  - What challenges were overcome? |  |
| What failures or mistakes did you experience?  - What happened?  - What would you do differently? |  |
| Liked most about role? |  |
| Liked least about role? |  |
| Reason for leaving role? |  |
| Name of immediate supervisor?  - Permission to contact?  - Contact details? |  |
| What were their strengths and weaknesses? |  |
| If I were to ask them, what would they say your strengths were? |  |
| If I were to ask them, what would they say your weaknesses were? |  |
| (If Management role)  - Describe the performance of the team you inherited?  - What changes did you make?  - What style of manger would your employees say you were?  - Permission to contact employees? |  |

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