



**APPLICATION FOR ADMISSION**  
**Part 2- Employment History**

**THE MBA PROGRAM**  
 The University of Illinois at Chicago

\_\_\_\_\_  
 YOUR NAME

Please indicate how long you have spent working on a full-time basis:

\_\_\_\_\_ years, \_\_\_\_\_ months

Please indicate any professional certification or licensing that you may have. Please indicate the date obtained.

PROFESSIONAL CERTIFICATE OR LICENSE: \_\_\_\_\_

DATE OBTAINED: \_\_\_\_\_

PROFESSIONAL CERTIFICATE OR LICENSE: \_\_\_\_\_

DATE OBTAINED: \_\_\_\_\_

**YOUR EMPLOYMENT HISTORY:** Beginning with your current position, please provide the information requested for each full-time position you have held and **please be specific and consistent with the information you will provide to consular officers** (include additional sheets if necessary):

**A) CURRENT EMPLOYER (FIRM/ORGANIZATION):** \_\_\_\_\_

LOCATION: \_\_\_\_\_

NATURE OF FIRM/ORGANIZATION (INDUSTRY): \_\_\_\_\_

IF APPLICABLE, (PLEASE CHECK) TYPE OF GOVERNMENT ORGANIZATION: \_\_\_ CENTRAL; \_\_\_ PROVINCIAL;  
 \_\_\_ CITY; \_\_\_ DISTRICT  
 \_\_\_ TOWN; \_\_\_ VILLAGE; \_\_\_ OTHER (SPECIFY): \_\_\_\_\_

POSITION/TITLE: \_\_\_\_\_

DATES POSITION HELD: from \_\_\_\_\_ to \_\_\_\_\_

NATURE OF POSITION: Please describe in detail your responsibilities in this position. In what ways does this position involve managing human resources, financial resources, material resources and/or the reputation of your firm/organization? What, if any, is the nature of your responsibility to persons or organizations outside your firm/organization? What role does communication play in this position? Describe the levels and degrees of teamwork within your firm/organization. Please provide examples.

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**B) PREVIOUS EMPLOYER (FIRM/ORGANIZATION):** \_\_\_\_\_

LOCATION: \_\_\_\_\_

NATURE OF FIRM/ORGANIZATION (INDUSTRY): \_\_\_\_\_

POSITION/TITLE: \_\_\_\_\_

DATES POSITION HELD: from \_\_\_\_\_ to \_\_\_\_\_

NATURE OF POSITION: Please describe in detail your responsibilities in this position. In what ways did this position involve managing human resources, financial resources, material resources and/or the reputation of your firm/organization? What, if any, was the nature of your responsibility to persons or organizations outside your firm/organization? What role did communication play in this position? Describe the levels and degrees of teamwork within your firm/organization. Please provide examples.

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**C) PREVIOUS EMPLOYER (FIRM/ORGANIZATION):** \_\_\_\_\_

LOCATION: \_\_\_\_\_

NATURE OF FIRM/ORGANIZATION (INDUSTRY): \_\_\_\_\_

POSITION/TITLE: \_\_\_\_\_

DATES POSITION HELD: from \_\_\_\_\_ to \_\_\_\_\_

NATURE OF POSITION: Please describe in detail your responsibilities in this position. In what ways did this position involve managing human resources, financial resources, material resources and/or the reputation of your firm/organization? What, if any, was the nature of your responsibility to persons or organizations outside your firm/organization? What role did communication play in this position? Describe the levels and degrees of teamwork within your firm/organization. Please provide examples.

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