

# Management Resume

## PERSONAL INFORMATION

If an item is not applicable, please indicate. You may include additional relevant information on a separate sheet.

\_\_\_\_\_  
First Name                      Middle                      Maiden                      Last

\_\_\_\_\_  
Date of Birth                      Place of Birth                      SS#

\_\_\_\_\_  
Residence Telephone                      Business Telephone

### Current Residence Address

\_\_\_\_\_  
Street                      City                      State                      Zip

### Previous Address

\_\_\_\_\_  
Street                      City                      State                      Zip

### Lived there from

\_\_\_\_\_  
Month and Year                      To                      Month and Year

### Spouse's Name

\_\_\_\_\_  
First Name                      Middle                      Maiden                      Last

\_\_\_\_\_  
SS#

Are you employed by the U.S. Government?                      **Yes**                      **No**  
                        
If yes, please provide Agency and Position: \_\_\_\_\_

Are you a U.S. Citizen?                      **Yes**                      **No**  
                        
If no, please provide Alien Registration Number: \_\_\_\_\_

Are you presently under indictment, on parole or probation?                      **Yes**                      **No**  
                        
If yes, indicate date parole or probation is to expire. \_\_\_\_\_

Have you ever been charged with or convicted of  
any criminal offense other than a misdemeanor  
involving a motor vehicle violation?                      **Yes**                      **No**  
                        
If yes, please provide a full written description.

Have you ever been arrested and/or convicted of a  
felony or misdemeanor?                      **Yes**                      **No**  
                        
If yes, please provide a full written description.

Are you a party to a past or pending claim, lawsuit,  
judgment, or tax lien?                      **Yes**                      **No**  
                        
If yes, please provide a full written description.

Have you ever applied for or obtained an SBA loan or assistance from SBA?  
If yes, please provide the status (loan amount, balance, collateral), if applicable.

Yes

No

Are you current on all taxes?

Yes

No

Do you have any liens/judgments?

Yes

No

Do you have any ownership in other businesses?  
If yes, please provide a full written description.

Yes

No

**MILITARY SERVICE BACKGROUND**

\_\_\_\_\_  
Branch                      From                      To

\_\_\_\_\_  
Rank at discharge

Honorable

Yes

No

\_\_\_\_\_  
Job description

# WORK EXPERIENCE

_____ Name of company	_____ % of business owned		
_____ Full address	_____ City	_____ State	_____ Zip
_____ From	_____ To	_____ Title	
_____ Duties			

_____ Name of company	_____ % of business owned		
_____ Full address	_____ City	_____ State	_____ Zip
_____ From	_____ To	_____ Title	
_____ Duties			

_____ Name of company	_____ % of business owned		
_____ Full address	_____ City	_____ State	_____ Zip

\_\_\_\_\_  
From                      To                      Title

\_\_\_\_\_  
Duties

**EDUCATION**

College or Technical Training (name and location)	Dates attended (From/To)	Major	Degree or Certificate
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I certify that the information contained in the Management Resume is true and correct as of the date below.

Signature:

Date: