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CONFIDENTIAL

Personal Summary

Please fill out the following pages and either e-mail or bring to our session.

Signature:

Date:

Please attach a copy of your resume.

First Name: **Middle Name:** **Last Name:**

Date of Birth: **Age:**

Street Address and No.

City: **State:** **Zip:**

Phone Number with Area Code: **Email:**

Family Background

Marital/Relational status:

If married, does your spouse work?

If so, how long working and at what?

If not, has spouse worked in the past and at what?

List the members of your present household.

Name	Age	Relationship to you	Educational Background

Siblings (indicate step or half).

Name	Age	Relationship to you	Educational Background

Parents (fill out even if deceased).

Name	Age	Relationship to you	Educational Background

Maternal grandparents (fill out even if deceased).

Name	Age	Relationship to you	Educational Background

Paternal grandparents (fill out even if deceased).

Name	Age	Relationship to you	Educational Background

How many different places did you live up to age 18?

Are your parents alive and living together?

If not, please describe the circumstances:

What did your father do for a living?

Did your mother work outside the home?

If so, at what sort of job?

If not, what sort of activities--not for pay--did she engage in outside of the home?

Describe what your family was like when you were growing up:

What was your father like when you were growing up? What sorts of things did he emphasize in bringing you up?

What was your mother like when you were growing up? What sorts of things did she emphasize in bringing you up?

As you look back, which of your parents was the most influential one in the family?

To which member(s) of your family (parent, sibling, member of extended family) did you feel the closest when you were growing up?

Educational Background

Where did you go to school? Public/Private?

Name of School	Parochial	Level of Education or Degree
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In *high school* what subject(s) did you:

like best?

like least?

excel in?

do poorly in?

In *college* what subject(s) did you:

like best?

like least?

excel in?

do poorly in?

What outside activities (social, athletic, scholastic, etc.) did you participate in during high school?

...and in college?

Did you ever hold elective office?

What kind of jobs (after school or summer) if any, did you have during school?

...and during college?

Work History

Have you served in the Armed Forces? If so indicate dates, branch, rank and responsibilities:

In your work experience, what sorts of things have you particularly liked to do?

In your work experience, what sorts of things have you particularly disliked?

In your work experience, what sorts of things have you done easily and well?

In your work experience, what sorts of things have you found difficult to do?

What do you think are your marketable skills?

Describe the boss or supervisor you liked best (personality, methods, attitudes):

Describe the boss or supervisor you liked least:

Have you ever been responsible for managing people?

Can you say anything about your style as a manager?

Describe the kind of work environment in which you work best:

Did you ever have difficulty finding a job since graduation from college? Describe:

Avocational Interests

What are your spare time hobbies, sports, or interests?

What organizations or activities do you belong to?

What organizations or activities would you like to participate in, if you had the time?

Personal Goals

What do you see yourself working at in the not too distant future that would be most enjoyable?

How long do you think it will take?

What else might you like to do?

Do you have clear long term goals? If so, what are they?

What do you consider your three most significant accomplishments?

Imagine that you are independently wealthy. How would you spend your time?

Health Background

Present state of health:

Do you have any health problems which you feel have a bearing on your career planning? If yes, please describe:

Have you had any serious illness, accidents, or operations? Explain:

Are you having any sleep or appetite difficulties?

Do you take any medications on a regular basis? Describe:

Is there anything else about your background, interests or other factors that is important to know about you which bears upon current and long run plans?