

WATTS ARCHITECTURE & ENGINEERING EMPLOYMENT APPLICATION FORM



Date: _____

PERSONAL

Name: _____
First
Middle
Last

Present Address: _____ Area Code: _____

City: _____ State: _____ Zip Code: _____ Phone No.: _____

Permanent Address: _____ Area Code: _____

Social Security No.: _____ Phone No.: _____

If referred by one of our employees, indicate his or her name:

_____ Phone No.: _____
Name
Address

GOALS

Position desired: 1st Choice: _____ 2nd Choice: _____

What are your salary requirements per week? _____

What is your ultimate career goal? _____

EMPLOYMENT HISTORY

List in order with LAST employer first. Account for last 10 years, or years worked if less than 10 years. Use supplemental sheets if necessary.

1. From	To	Job Title	Supervisor's Name
Company		Location	Reason for Leaving
Description of duties (include significant responsibilities, accomplishments and contributions):			
2. From	To	Job Title	Supervisor's Name
Company		Location	Reason for Leaving
Description of duties (include significant responsibilities, accomplishments and contributions):			

3. From	To	Job Title	Supervisor's Name
Company		Location	Reason for Leaving
Description of duties (include significant responsibilities, accomplishments and contributions):			

EDUCATIONAL BACKGROUND

Name, Location	Dates: From - To	Graduate Mo./Yr.	Major Degree Subject	Minor Subject	Rank In Grad. Class	Average Major
High School						
Colleges						
Graduate School						
Technical, Business or Other						

Now attending: Undergraduate School Graduate School Years Complete _____

Scholastic honors, scholarships, assistant ships, etc. _____

List of publications, theses, etc. _____

SKILLS INVENTORY

List the skills which you would bring to the position:

Computer literacy: Familiar with or have operated the following hardware: _____

(Indicate level of proficiency: very proficient; moderately proficient; beginner.)

Computer software: Have used the following: _____

(Indicate level of proficiency: very proficient; moderately proficient; beginner.)

Other Office Machines:

Familiar with: Check: FAX, modem, copies, blueprint reproduction; local area networks; computer-aided design; other: _____

Languages: _____

Other skills: _____

UNITED STATES ARMED FORCES

Branch of U.S. Service - _____ Active Duty Dates: From _____ To _____

Major Duties _____

Service Schools Attended _____

PROFESSIONAL ACTIVITY

Registration -- location and type: _____

Publications – list: _____

Membership in Professional Societies: _____

REFERENCES

List three professional references who are not relatives or previous supervisors:

Name	Address	Occupation	Years Known	Telephone #
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PERSONAL INFORMATION

Are you legally authorized to work in the U.S.? Yes No

Note: you will be required to furnish documents to verify your eligibility for employment in accordance with the Immigration Reform and Control Act and your employment is contingent upon furnishing such documents.

Are you at least 18 years of age? Yes No

Are you under any obligation to a previous employer, through a covenant not to compete, or otherwise restricted in your acceptance of employment with a competitive firm?

Yes No

I certify that the answers given by me to all of the questions on this application are, to the best of my knowledge and belief, true and correct without reservations of any kind. I further affirm that I have not knowingly withheld any facts or circumstances that would materially affect this application. I authorize this company to verify any and all information contained in this application from former employers and others, and I release all concerned from any liability in connection with any information they give.

Applicant's Signature

Witness
(Company Interviewer)

Date

Watts Architecture & Engineering is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to: race, age, color, religion, sex, marital status, national origin, physical or mental disability or veteran status.

Watts Architecture & Engineering is also committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which may include providing reasonable accommodations where appropriate.

Watts Architecture & Engineering is an "at-will" employer and an employee's employment may be terminated for any reason, with or without cause, and with or without notice.