



3. From	To	Job Title	Supervisor's Name	Salary
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:

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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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Name	Address	Occupation	Years Known	Telephone #
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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

Have you ever been convicted of a crime or are there any pending charges against you?

**A conviction does not automatically bar you from employment.**

Yes  No  If yes, include details: \_\_\_\_\_

\_\_\_\_\_

If you wish to give any additional information, use this space \_\_\_\_\_

\_\_\_\_\_

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, P.C. 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, P.C. 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.**