



nesbitt engineering, inc.
providing proven solutions since 1976

227 North Upper Street
 Lexington, KY 40507-1016

EMPLOYMENT APPLICATION

GENERAL INSTRUCTIONS	HOW DO WE CONTACT YOU?	
<ul style="list-style-type: none"> • Please complete your application in its entirety, sign in the certification section and specify the position for which you are applying. • All information you submit is subject to verification. • Nesbitt Engineering hires only U. S. citizens and lawfully authorized alien workers. • Nesbitt Engineering is an Equal Opportunity Employer 	Name:	
	Address:	
	City:	State:
	Phone:	Email:
	Date:	

EDUCATION

HIGH SCHOOL:

NAME/LOCATION OF SCHOOL RECEIVED: Diploma GED Other (specify) None

COLLEGE, UNIVERSITY OR PROFESSIONAL SCHOOL: (TRANSCRIPTS MAY BE REQUIRED)

NAME OF SCHOOL	LOCATION	DATES OF ATTENDANCE (MONTH/YEAR)		MAJOR/MINOR COURSE OF STUDY	TYPE OF DEGREE EARNED
		FROM	TO		

JOB-RELATED TRAINING OR COURSE WORK: (VOCATIONAL, TRADE, GOVERNMENTAL, BUSINESS, ARMED FORCES, ETC.)

NAME OF SCHOOL	LOCATION	DATES OF ATTENDANCE (MONTH/YEAR)		COURSE OF STUDY	TRAINING COMPLETED?	
		FROM	TO		YES	NO

YOUR NAME, IF DIFFERENT WHILE ATTENDING SCHOOL:

LICENSURE, REGISTRATION, CERTIFICATION (EXAMPLES: ENGINEER, LAND SURVEYOR, GEOLOGIST PE, LS, PG, CPA, ETC.)

LICENSE, REGISTRATION OR CERTIFICATION:	Number	Date Received	Expiration Date	State Licensing Agency

EXPERIENCE

Describe your work experience in detail, beginning with your current or most recent job. Use a separate block to describe each position. Indicate number of employees supervised. Provide an explanation of any gaps in employment. If needed, attach additional sheets, using the same format as on the application. **It is not necessary to repeat information contained in your resume, if you have submitted one. All other information in this section must be completed.**

1 Name of Present or Last Employer

Address:

Phone No.

Your Job Title:

Supervisor's Name:

Date Employed:

From:

To:

Hours Per Week:

Duties and Responsibilities:

Reason for Leaving:

2 Name of Previous Employer

Address:

Phone No.

Your Job Title:

Supervisor's Name:

Date Employed:

From:

To:

Hours Per Week:

Duties and Responsibilities:

Reason for Leaving:

3 Name of Previous Employer

Address:

Phone No.

Your Job Title:

Supervisor's Name:

Date Employed:

From:

To:

Hours Per Week:

Duties and Responsibilities:

Reason for Leaving:

SKILLS

COMPUTERS— PLEASE CHECK THE BOX THAT BEST REFLECTS YOUR SKILL LEVEL.

1. How often do you use desktop or laptop computers?
 - Never used a computer
 - A few times a month or less
 - Once a week
 - Once a day, or several times a day
 - Every day, for a majority of the day
2. Where do you have regular access to a computer? (Check all that apply)
 - No computer access
 - Work
 - Home
 - Work and Home
 - Library or Community Center
3. How would you rate your current computer skills?
 - Very poor
 - Poor
 - Fair
 - Good
 - Very Good
4. How would you rate your current Internet or Web skills?
 - Very poor
 - Poor
 - Fair
 - Good
 - Very Good
5. How would you rate your current e-mail skills?
 - Very poor
 - Poor
 - Fair
 - Good
 - Very Good
6. How would you rate your keyboarding skills?
 - Very poor
 - Poor
 - Fair
 - Good
 - Very Good

7. Indicate your level of knowledge in the following areas, by placing a ✓ under the corresponding category to the right:

	Excellent	Good	Average	Some	None
• Microsoft Word					
• Microsoft Excel					
• Presentation (e.g. Microsoft PowerPoint)					
• Microsoft Access					
• AutoCAD					
• KYPIPE					
• Desktop publishing (e.g. Page-Maker, Quark, InDesign, etc.)					
• Database software (e.g. Microsoft Access)					
• Using Mail Client (e.g. Microsoft Outlook, Outlook Express, or Eudora)					
• Using Windows 2000/NT/XP Operating System					

8. How often do you access the Internet?
 - Never
 - Every week
 - Once a day
 - Few times a day
9. How often do you check your e-mail?
 - Never
 - Every week
 - Once a day
 - Few times a day
10. How often do you use instant messaging?
 - Never
 - Occasionally
 - Daily
11. Have you used any mailing list / listserv?
 - Yes
 - No
12. Can you do the following?
 - Save an attached file sent via email? Yes No
 - Send an attached file via e-mail? Yes No
 - Use a signature in e-mail? Yes No
 - Set an opening page for your web browser? Yes No
 - Design and build a web page? Yes No

FIELD EQUIPMENT (DESCRIBE SPECIFIC EQUIPMENT YOU CONSIDER YOURSELF COMPETENT TO OPERATE)

Theodolite/Transit:	Level:
Nuclear Density Gauge:	Other:
Global Positioning System (GPS):	Other:

Have you ever been employed in a position requiring radiation dosage monitoring? Yes No

Have you ever received an Occupational Exposure Record showing your permanent radiation dosage? Yes No
If yes, please attach to this application.

OTHER

1. Do you have the legal right to work in the U.S.? Yes No

2. Do you have a valid driver's license? Yes No

3. Do you know of anything that would restrict your ability to perform any function of the job for which you are applying? Yes No

4. Have you ever been convicted of a felony? Yes No

5. If hired, would you be able to travel or work overtime as needed? Yes No

6. 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

7. How did you hear about this position?

8. Have you ever been convicted of Driving Under the Influence "(DUI)"? Yes No

9. If hired, do you have a reliable means of transportation to/from work? Yes No

10. Do you have friends or relatives employed by Nesbitt Engineering, Inc.? Yes No

11. List any professional, trade, business or civic activities and offices held. You may exclude membership that would reveal gender, race, religion, national origin, ancestry, age, disability or any other protected status.

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REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last five years.

Name:

Occupation:

Company Name:

Address:

Telephone:

E-Mail:

Relationship and # of Years Acquainted:

Name:

Occupation:

Company Name:

Address:

Telephone:

E-Mail:

Relationship and # of Years Acquainted:

Name:

Occupation:

Company Name:

Address:

Telephone:

E-Mail:

Relationship and # of Years Acquainted:

CERTIFICATION

I HEREBY CERTIFY that the information provided in this Application is true and complete, and I further acknowledge that any false or misleading information is grounds for refusal to hire or immediate dismissal. Nesbitt Engineering, Inc., is HEREBY AUTHORIZED to investigate all information provided in this Application and further, the Company, its representatives, and any person providing information to the Company, are hereby released from all liability for any action resulting from said investigations.

I understand and agree that if I am employed, my employment will be "at-will", which means that the Company may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, the Company will respect my right to terminate my employment at any time, with or without cause and with or without notice.

Signature: Choosing "Submit by Email" below will serve as your signature.

Date: