

**CHRISTOPHER CHARLES BENNINGER ARCHITECTS PVT. LTD.
ARCHITECTS AND URBAN PLANNERS**

Date:

Sub: Your application to be associated with CCBA Pvt. Ltd..

Ref: Enclosed Application form.

Dear Mr/Ms.

At the outset we would like to express our gratitude that you have chosen to apply to our studio. It is an honour to have young professionals spend valuable segment of their career with our firm.

Since the number of applicants to CCBA far out number the number of positions available, all applicants are requested to fill out the enclosed form and send it to our office. A Committee will then review each application and propose candidates for interview. I personally review each form to assure good candidates are not neglected. We then will call candidates for interview. What we are looking for in candidates is a combination of the following:

- [a] Architects who are highly skilled, quick at work and can learn on job rapidly;
- [b] People who are inherently honest and conscientious about their work;
- [c] People who are creative, logical and who have analytical minds. Constructive criticism is an ability sought after;
- [d] Persons with a high level of maturity are preferred. We work as a team, and we need people who can contribute in a positive and constructive way to each other's growth. On the other hand each individual must be able to take initiative on their own and work independently.
- [e] Working knowledge of computers is a must

Please fill out the form honestly and completely. Be confident about your strong points and humble about your weak points. No one is expected to be good at everything. Wrong or exaggerated statements would disqualify you.

Generally, our studio members come from the top ten per cent of their graduating class in overall performance. Persons with exceptional design skills [who have consistently performed well in their design studios] are also prioritized. Cheerful, well rounded people are always preferred to a recluse!

The studio is a hard working team of creative individuals. Hard work, late hours, direct communications, excellent presentations and a spirit of fellowship characterize the studio.

Eighteen months is the minimum period of employment expected. No letters of recommendation to foreign universities are given prior to completion of eighteen months.

If you feel you are “right” for our studio please apply.

I must finally note that space and financial limitations often make it impossible for us to employ candidates whom we would love to have with us. So be philosophical about the outcome!

Thanking you,

Yours sincerely,

Sd/-

Christopher C. Benninger
Encl: Application Form

2.0 Education

Degree/ Diploma	Institution	Date
Post Graduate/Diploma		
Professional Degree/Diploma		
Junior College		
School		
Special Courses		

3.0 Special Skills [Self Analysis] - Rate yourself

	Excellent	Good	Average	Below Average
Draughting				
Graphics				
Model Making				
Presentation				
AutoCAD				
Writing Letters				
Construction Details				
BOQs				
Estimating				
Negotiating				
Site Supervision				
Calculations				
Reporting				
Typing on PC				

4.0 Work Experience

Employer	Employer's Phone No.	Period of Work	Type of Work	Monthly Salary
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5.0 Personal Characteristics - Rate yourself

	Excellent	Good	Average	Below Average
Hardwork				
Creativity				
Meticulousness				
Neatness				
Punctuality				
Persistence				
Emotional Maturity				

6.0 Performance

Out of the total number of students in your class [] how far down from the top did you rank in:

6.1 Overall performance in the course:.....out of.....

6.2 Thesis :.....out of.....

6.3 Design [for all studio's] :.....out of.....

6.4 Out of the last five design studios how many times were you in

[a] the top three

[b] the top six

[c] the top half of the class

[d] the bottom half of the class

7.0 Is there any major disability which may effect your work, which you would like your colleagues/employer to be aware of [physical, psychological, economic, family, legal].

8.0 For what length of time are you planning to stay with the studio?

From:_____

To:_____

9.0 In four or five sentences could you explain your plans over the next one to four years.

10.0 In a few sentences explain what you can contribute to the studio.

11.0 What are the names, addresses, phone numbers, fax numbers, e-mail addresses of three senior architects/teachers who could recommend you? They should know you well, but not be related to you.

12.0 Notes

1. The information given by you will be confirmed with your past employers/ educational institutions. Presenting wrong information would reflect on you negatively.
2. Letters of recommendation to foreign universities are given only to employees who complete eighteen months of service. An Employment Certificate is provided to employees who work one year or more, with the exception of trainees who obtain certificates on completion of their training period.
3. For trainees whose training occurs at the end of their academic course and wish to apply for an Architectural position, there must be a one month break between training period and initiation of employment.

[Signature]

[Date]