

Employment Application — Chief Architect Drafter

Ben The Builder Inc • 450 Siskiyou Blvd Ste 1, Ashland, OR 97520 • 541.621.7862 • office@benthebuilderinc.com • CCB 194317

Ben The Builder Inc is an equal opportunity employer. All qualified applicants are considered without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected status.

Our drafters turn site measurements and planner sketches into accurate Chief Architect models and permit-ready plan sets for residential remodels. Please complete every section. You may attach a resume, but fill in the Skills and Work History sections either way — they are what we read most closely. Include a link to drawing samples or a portfolio — we ask every drafter for samples.

POSITION & AVAILABILITY

DATE AVAILABLE TO START		DESIRED HOURLY PAY	
OUR WORK SCHEDULE IS 7:00 AM TO 3:30 PM, MONDAY THROUGH FRIDAY — NO OVERTIME, NO WEEKENDS. DO YOU HAVE ANY OBLIGATIONS OR SCHEDULE CONFLICTS THAT WOULD KEEP YOU FROM BEING THERE CONSISTENTLY? ☐ Yes ☐ No			
IF YES, DESCRIBE			
HOW DID YOU HEAR ABOUT US?	APPLIED OR WORKED HERE BEFORE?	IF YES, WHEN?	
	☐ Yes ☐ No		

APPLICANT INFORMATION

FULL LEGAL NAME (LAST, FIRST, MIDDLE)		PREFERRED NAME	
STREET ADDRESS		CITY / STATE / ZIP	
EMAIL		PHONE	
ARE YOU 18 OR OLDER?	LEGALLY AUTHORIZED TO WORK IN THE U.S.?	RELIABLE TRANSPORTATION TO JOB SITES?	VALID DRIVER'S LICENSE?
☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Proof of work eligibility (Form I-9) is required at hire, not with this application. Do not include your Social Security number on this form.

DRAFTING EXPERIENCE & SKILLS

Check one box per row. Honest answers help us place you well — nobody is expert at everything.

YEARS DRAFTING RESIDENTIAL PLANS		YEARS USING CHIEF ARCHITECT		
Skill	None	Basic (<2 yrs)	Solid (2–5 yrs)	Expert (5+ yrs)
Chief Architect — floor plans & as-builts	☐	☐	☐	☐
Chief Architect — 3D models & renderings	☐	☐	☐	☐
Kitchen & bath design	☐	☐	☐	☐
Framing plans & structural details	☐	☐	☐	☐

Electrical & lighting plans	☐	☐	☐	☐			
Construction details & sections	☐	☐	☐	☐			
Permit-ready plan sets	☐	☐	☐	☐			
Measuring & documenting existing homes	☐	☐	☐	☐			
Working from field notes, photos & scans	☐	☐	☐	☐			
Residential building codes	☐	☐	☐	☐			
Other CAD (AutoCAD, SketchUp, Revit)	☐	☐	☐	☐			
Coordinating with planners & builders	☐	☐	☐	☐			
CHIEF ARCHITECT VERSIONS YOU HAVE USED		OTHER DESIGN / CAD SOFTWARE YOU HAVE USED					
LINK TO PORTFOLIO OR DRAWING SAMPLES							
THE ESSENTIAL FUNCTIONS OF THIS JOB INCLUDE: EXTENDED COMPUTER AND DETAILED SCREEN WORK; PRODUCING ACCURATE, CODE-COMPLIANT DRAWINGS ON DEADLINE; AND OCCASIONAL VISITS TO CLIENT HOMES AND ACTIVE REMODEL SITES TO MEASURE AND PHOTOGRAPH EXISTING CONDITIONS, INCLUDING STAIRS AND UNEVEN SURFACES. CAN YOU PERFORM THESE ESSENTIAL FUNCTIONS, WITH OR WITHOUT REASONABLE ACCOMMODATION? ☐ Yes ☐ No							
LICENSES OR CERTIFICATIONS YOU HOLD, IF ANY — OPTIONAL							

EDUCATION & TRAINING

School / Program	Area of study or trade	Diploma / degree / certificate
HIGH SCHOOL OR GED		
COLLEGE / TRADE SCHOOL		
APPRENTICESHIP / OTHER TRAINING		

WORK HISTORY

Start with your most recent job. Include self-employment. Attach a page if you need more room.

Employer 1

COMPANY	PHONE	DATES (FROM – TO)
YOUR JOB TITLE	SUPERVISOR NAME	

WHAT YOU DID DAY TO DAY (MAIN RESPONSIBILITIES)

REASON FOR LEAVING

MAY WE CONTACT THIS EMPLOYER?

☐ Yes ☐ No**Employer 2**

COMPANY

PHONE

DATES (FROM – TO)

YOUR JOB TITLE

SUPERVISOR NAME

WHAT YOU DID DAY TO DAY (MAIN RESPONSIBILITIES)

REASON FOR LEAVING

MAY WE CONTACT THIS EMPLOYER?

☐ Yes ☐ No**Employer 3**

COMPANY

PHONE

DATES (FROM – TO)

YOUR JOB TITLE

SUPERVISOR NAME

WHAT YOU DID DAY TO DAY (MAIN RESPONSIBILITIES)

REASON FOR LEAVING

MAY WE CONTACT THIS EMPLOYER?

☐ Yes ☐ No**REFERENCES***Three people who have seen your work — designers, builders, or clients you have drafted for preferred over friends.*

Name	How they know your work	Company	Phone

MILITARY SERVICE (OPTIONAL)

BRANCH	DATES OF SERVICE	RANK / SPECIALTY

TRAINING OR EXPERIENCE RELEVANT TO THIS WORK

IN YOUR OWN WORDS*Short answers are fine. These tell us more than anything else on this form.***1. Describe a plan set you produced start to finish. What was the project, and what did you draw?****2. You find that a field measurement conflicts with the plan you already drew. What do you do?****3. Why do you want to work at Ben The Builder, and what do you want to be doing three years from now?****APPLICANT CERTIFICATION & SIGNATURE**

I certify that my answers on this application are true and complete to the best of my knowledge. I understand that false or misleading information on this application or in an interview may disqualify me from consideration, or result in the withdrawal of an offer or the end of my employment.

I authorize Ben The Builder Inc to contact the references and former employers listed here (except where I have marked “no”) and I release them to speak candidly about my work.

I understand that any offer of employment is conditioned on verification of eligibility to work in the United States (Form I-9), and that any background check will be conducted only after a conditional offer, in accordance with Oregon law.

I understand that employment with Ben The Builder Inc is at-will, and that this application is not a contract of employment.

SIGNATURE

DATE