

Employment Application, Chief Architect Drafter

Ben The Builder Inc • 450 Siskiyou Blvd Ste 1, Ashland, OR 97520 • 541.300.8118 • 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 and additions, and sometimes new homes. 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	DESIRED HOURS PER WEEK
THIS WORK IS DONE IN OUR OFFICE, NOT REMOTELY. MONDAY THROUGH FRIDAY. THE DAY CAN BE LESS THAN EIGHT HOURS. WE ARE IN THE OFFICE BY 6:15 AM, AND YOU START NO LATER THAN 9:00 AM. WEEKLY HOURS ARE NEGOTIABLE. FULL TIME IS AVAILABLE, AND PART TIME WORKS FOR US IF YOU PREFER IT. 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? ☐ Yes ☐ No	IF YES, WHEN?

APPLICANT INFORMATION

FULL LEGAL NAME (LAST, FIRST, MIDDLE)		PREFERRED NAME	
STREET ADDRESS		CITY / STATE / ZIP	
EMAIL		PHONE	
ARE YOU 18 OR OLDER? ☐ Yes ☐ No	LEGALLY AUTHORIZED TO WORK IN THE U.S. ☐ Yes ☐ No	RELIABLE TRANSPORTATION TO JOB SITES? ☐ Yes ☐ No	VALID DRIVER'S LICENSE? ☐ 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)	Experienced (6–10 yrs)	Expert (11+ yrs)
AS-BUILT FLOOR PLANS	☐	☐	☐	☐	☐
3D AS-BUILTS	☐	☐	☐	☐	☐

Skill	None	Basic (<2 yrs)	Solid (2–5 yrs)	Experienced (6–10 yrs)	Expert (11+ yrs)
NEW FLOOR PLANS	☐	☐	☐	☐	☐
3D CORRECT PERSPECTIVES	☐	☐	☐	☐	☐
KITCHEN DESIGN	☐	☐	☐	☐	☐
BATH DESIGN	☐	☐	☐	☐	☐
WHOLE HOUSE DESIGN	☐	☐	☐	☐	☐
TOPOGRAPHY	☐	☐	☐	☐	☐
FRAMING PLANS	☐	☐	☐	☐	☐
CAD DETAILS	☐	☐	☐	☐	☐
ELECTRICAL & LIGHTING PLANS	☐	☐	☐	☐	☐
PERMIT-READY BUILDING PLANS	☐	☐	☐	☐	☐
WORKING FROM FIELD NOTES, PHOTOS & SCANS	☐	☐	☐	☐	☐
RESIDENTIAL BUILDING CODE	☐	☐	☐	☐	☐
OTHER CAD (AUTOCAD, SKETCHUP, REVIT)	☐	☐	☐	☐	☐
COLLABORATING WITH PLANNERS	☐	☐	☐	☐	☐
COLLABORATING WITH BUILDERS	☐	☐	☐	☐	☐
COLLABORATING WITH HOMEOWNERS	☐	☐	☐	☐	☐
CHIEF ARCHITECT VERSIONS YOU HAVE USED		OTHER DESIGN / CAD SOFTWARE YOU HAVE USED			
LINK TO PORTFOLIO OR DRAWING SAMPLES					

Every row is a requirement of the work. Answer each one. A no is not automatically a disqualification. Tell us what would let you do it, and we will consider reasonable accommodation. The enjoyment rating is about preference, not ability. It helps us put you on the work you like.

Essential function	Can you perform it?	How much do you enjoy it? (1 low – 5 high)	If no, what accommodation would let you do it?
EXTENDED COMPUTER AND DETAILED SCREEN WORK	☐ Yes ☐ No	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	

Essential function	Can you perform it?	How much do you enjoy it? (1 low – 5 high)	If no, what accommodation would let you do it?
PRODUCING ACCURATE, CODE-COMPLIANT DRAWINGS ON DEADLINE	☐ Yes ☐ No	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	
OCCASIONAL VISITS TO CLIENT HOMES AND ACTIVE JOB SITES TO MEASURE AND PHOTOGRAPH EXISTING CONDITIONS, INCLUDING STAIRS AND UNEVEN SURFACES	☐ Yes ☐ No	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	
LICENSES OR CERTIFICATIONS YOU HOLD (OPTIONAL)			

EDUCATION & TRAINING

School / Program	Where (city, state)	Dates from – to	Area of study or trade	Diploma / degree / certificate
HIGH SCHOOL OR GED				
COLLEGE				
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. Tell us about the hardest problem you've solved when you could have walked away. Why didn't you?

4. What's a skill you taught yourself, and how?

5. 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
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