

Employment Application — Remodel Planner

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 planners guide homeowners from the first conversation through a fully planned remodel — descriptions, cost ranges, estimates, and selections. 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.

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.

PLANNING EXPERIENCE & SKILLS

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

YEARS IN RESIDENTIAL CONSTRUCTION / REMODELING		YEARS PLANNING, ESTIMATING, OR MANAGING REMODEL PROJECTS		
Skill	None	Basic (<2 yrs)	Solid (2–5 yrs)	Expert (5+ yrs)
Leading client meetings & presentations	☐	☐	☐	☐
Writing scopes & project descriptions	☐	☐	☐	☐
Estimating & cost ranges	☐	☐	☐	☐
Reading plans & specifications	☐	☐	☐	☐

Measuring & documenting existing homes	☐	☐	☐	☐			
Material & fixture selections	☐	☐	☐	☐			
Working with subcontractors & suppliers	☐	☐	☐	☐			
Building codes & permit process	☐	☐	☐	☐			
Scheduling & project management	☐	☐	☐	☐			
Word, Excel & everyday office software	☐	☐	☐	☐			
Estimating or project-management software	☐	☐	☐	☐			
Hands-on construction work	☐	☐	☐	☐			
ESTIMATING, PROJECT-MANAGEMENT, OR DESIGN SOFTWARE YOU HAVE USED		HANDS-ON CONSTRUCTION BACKGROUND, IF ANY (TRADE, YEARS)					
THE ESSENTIAL FUNCTIONS OF THIS JOB INCLUDE: DRIVING TO CLIENT HOMES AND ACTIVE REMODEL SITES; WALKING JOB SITES, INCLUDING STAIRS AND UNEVEN SURFACES; MEASURING AND DOCUMENTING EXISTING CONDITIONS; EXTENDED COMPUTER WORK; AND COMMUNICATING CLEARLY WITH CLIENTS IN PERSON, BY PHONE, AND IN WRITING. 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
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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 — clients, supervisors, or contractors you have planned work with 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. Walk us through a remodel you helped plan — from the first client conversation to the start of construction. What was your part?
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2. A client’s wish list is bigger than their budget. How do you handle that conversation?
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3. Why do you want to work at Ben The Builder, and what do you want to be doing three years from now?
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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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