

Employment Application

To applicant: Your interest in employment with Holland Basham Architects is appreciated. A clear understanding of your background and work experience will aid us in considering your application. Holland Basham Architects is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex, gender identity, age, national origin, disability, veteran status, marital status, sexual orientation, or any other status protected by federal or applicable state or local law.

Holland Basham Architects

119 South 49th Avenue
Omaha, NE 68132
402. 551. 0800

HollandBasham.com

Personal Information

Name _____
 Address _____

 _____ E-Mail Address _____
 Telephone _____
 Home Work Cell

General Information

Position Applied For _____ Date Available _____
 Salary Requirements _____
 Are you 18 years of age or older? Yes No
 Are you a United States citizen or otherwise legally authorized to work in the United States? Yes No
 Will you now or in the future require sponsorship for employment status (e.g., H-1B visa status)? Yes No
 Have you ever been convicted of a crime other than a minor traffic violation? If yes, explain. Yes No

 Do you have non-compete clause at your current place of employment? Yes No
 If yes, how long will it last? _____
 In order to verify information on this application, have you ever used any other legal name? Yes No
 If yes, provide name(s): _____
 List any acquaintances or relatives employed by Holland Basham Architects and their relationship to you. _____
 How did you learn of this position? _____

Specialized Skills

Software	Release	Proficiency									
		Novice			Working				Expert		
		1	2	3	4	5	6	7	8	9	10
AutoCAD	_____	1	2	3	4	5	6	7	8	9	10
Revit	_____	1	2	3	4	5	6	7	8	9	10
Sketch-up	_____	1	2	3	4	5	6	7	8	9	10
Rhino	_____	1	2	3	4	5	6	7	8	9	10
Word	_____	1	2	3	4	5	6	7	8	9	10
Excel	_____	1	2	3	4	5	6	7	8	9	10
Adobe Creative Suite	_____	1	2	3	4	5	6	7	8	9	10
Photoshop	_____	1	2	3	4	5	6	7	8	9	10
InDesign	_____	1	2	3	4	5	6	7	8	9	10
Other	_____	1	2	3	4	5	6	7	8	9	10

Professional Registrations _____

What special skills, knowledge, talents, business licenses, or other job-related experiences do you have? Include scholastic honors, honorary societies, fellowships, professional memberships, etc.

Educational Background

	Dates Attended (optional)	No. Years Completed	Did You Graduate?		Diploma or Degree	Major Field or Course of Study
High School						
Name	_____	_____	Yes	No	_____	_____
City/State	_____	_____				
College						
Name	_____	_____	Yes	No	_____	_____
City/State	_____	_____				
Graduate Program						
Name	_____	_____	Yes	No	_____	_____
City/State	_____	_____				
Other Education						
Name	_____	_____	Yes	No	_____	_____
City/State	_____	_____				

Additional Training, Courses, or Credentials

Do you plan to continue your education? If so, when and in what field? Yes No

Are you capable of performing the essential functions of the job for which you have applied? Yes No

Military Service

Branch of U.S. Military Service _____

Dates of Service _____ to _____ Rank or Rating Upon Discharge _____

If duties were job-related, please describe.

Employment Termination

Have you ever been discharged or asked to resign from any position? If yes, explain. Yes No

Employer _____ Date of Termination _____

Address _____

Employment History

Please list all part-time and full-time positions, giving present or last position first.

Employer _____ Telephone Number _____
Address _____
Job Title _____
Supervisor's Name & Title _____
Dates Worked _____ to _____ May this employer be contacted for a reference? Yes No
Reason for Leaving _____

Employer _____ Telephone Number _____
Address _____
Job Title _____
Supervisor's Name & Title _____
Dates Worked _____ to _____ May this employer be contacted for a reference? Yes No
Reason for Leaving _____

Please list others.

Employer _____ Telephone Number _____
Dates Worked _____ to _____ May this employer be contacted for a reference? Yes No
Reason for Leaving _____

Employer _____ Telephone Number _____
Dates Worked _____ to _____ May this employer be contacted for a reference? Yes No
Reason for Leaving _____

Employer _____ Telephone Number _____
Dates Worked _____ to _____ May this employer be contacted for a reference? Yes No
Reason for Leaving _____

References

List below four individuals (not relatives) who know your character, ability, and experience, of which at least two are business references. If you have supervisory experience, please list one direct report reference (reported to you).

Name	Relationship	Address	Telephone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

This application is not a contract of employment between Holland Basham Architects and any person, nor does it give any person the right to continue in the employment of Holland Basham Architects for any specific period of time.

I understand that any employment or offer of employment will be subject to:

- Satisfactory verification of all job qualifications, which may include academic credentials; licenses; professional designations; criminal and employment history, and that Holland Basham Architects may obtain or have prepared a consumer report in this regard. I understand that upon written request, I will be informed of the name and address of the agency providing any consumer report that Holland Basham Architects may obtain.
- Satisfactory attestation and substantiating documentation that I am legally authorized to work in the United States in accordance with the Immigration Reform and Control Act of 1986.

I authorize Holland Basham Architects, or its authorized agent, to contact any of my institutions, references, former employer(s), and/or anyone in order to verify the facts furnished regarding my background and qualifications. I hereby release Holland Basham Architects and any such person from liability or claims of any nature in connection with the furnishing of such information.

I agree that if employment is obtained under this application, I will comply with all policies and procedures of Holland Basham Architects. Furthermore, I understand that employment with Holland Basham Architects is at will for no definite period, and may be terminated by me or Holland Basham Architects at any time for any reason not specifically prohibited by law.

I also understand that I will be terminated if I fail to make the required attestations or submit the necessary documentation according to the Immigration Reform and Control Act of 1986, or if it is determined that I am not authorized to work in the United States.

I certify that I have read the above information and have answered all questions completely and accurately. Any misrepresentation of facts on the employment application is sufficient cause for rejection of my application or dismissal at any time during the period of employment.

Electronic Signature: *

Name _____ Date _____
Please type your full name and today's date.

* I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms.

Holland Basham Architects is an equal opportunity employer and does not discriminate on the basis of sex, gender identity, age, race, color, religion, marital or veteran's status, sexual orientation, national origin, disability or any other characteristic protected by applicable federal, state, or local laws. Reasonable accommodation will be made for qualified individuals with a disability, where such accommodations will not impose an undue hardship during the application process and on the job.