

MINNESOTA BOARD OF ARCHITECTURE, ENGINEERING, LAND SURVEYING,
LANDSCAPE ARCHITECTURE, GEOSCIENCE AND INTERIOR DESIGN

85 East 7th Place, Suite 160, St. Paul, MN 55101-2113
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EMPLOYMENT HISTORY AND EXPERIENCE FORM CID APPLICATION

Please read the INSTRUCTIONS page before completing.

1: General Information and Signatures

APPLICANT: COMPLETE THIS SECTION

Applicant Name Pat Example
(First) (Last)
Applicant Title Interior Designer
(Job title at employer listed below)
Supervisor Name Chris Jefe
Employer/Company Name B & J Interior Design
Company Address 1019 Watertown Rd
City Rock Rapids State MN Zip Code 55120 Country USA

Postmark Date: 02/20/2017
(MM/DD/YYYY)

Provide a date by which you want
the supervisor to return this form
to the Board.

Employment Dates: 01/01/2015 to 02/01/2016 Hours worked per week: 20
(MM/DD/YYYY) (MM/DD/YYYY)

APPLICANT'S AUTHORIZATION AND RELEASE – THIS RELEASE MUST BE SIGNED BEFORE SENDING TO SUPERVISOR.
I hereby authorize the Board of AELSLAGID to make inquiries of the person listed as a reference with respect to my experience and employment. I authorize the release of information, favorable or otherwise, directly to the Board.

Pat Example
Applicant Signature

7/10/2016

Date

SUPERVISOR: COMPLETE THIS SECTION

The Board requests your cooperation in making its evaluation of the qualifications of the applicant more thorough. All information secured from supervisors/employers is for the use of the Board. In keeping with the [Minnesota Government Data Practices Act](#), the information you provide will be private until the applicant becomes certified, at which time it will be classified as public information.

Please return this signed and completed form to the Board by the postmark date indicated in the box above.

The applicant:

- Worked under my direct supervision: Yes No
- Performed work in the following area(s):
 Space Planning Building Code Research and Analysis
 Programming Schematic Design and Design Development Preparation of Construction Documents
 Cost Estimating Specification of Building Materials and Finishes Bidding/Negotiating Procedures
 Construction Administration Specification of Furnishings, Fixtures, and Equipment
- Provided correct employment dates and hours worked per week above: Yes No

If no, provide correct dates/hours: _____

Chris Jefe
Supervisor Signature

8-15/16
Date

C0123 MN
License/Certificate # and Issuing State

2: Description of Work/Projects/Responsibilities

Applicant Name: Pat Example

Supervisor Name: Chris Jeffe

APPLICANT: Use this section to document qualifying experience as defined in MN Rule 1800.2100 Subp. 2B. Complete all information for each assignment or engagement. The description of work must accurately reflect the character of the work, the degree of responsibility, the location of the work and the client. Mark the type of experience for each description at right (select all types that apply). Attach additional sheets as needed.

SUPERVISOR: Initial next to **every description** you can substantiate in the box on the column at right.

APPLICANT: Detail your work experience: client, project s.f., location, your role, degree of responsibility, skills demonstrated.	APPLICANT: Mark type of experience.*										SUPERVISOR: Initial below.	
	1	2	3	4	5	6	7	8	9	10		
Sky Blue Water Casino, Hermantown, MN - 84,000 SF New Construction Casino Hotel * Developed interior finish cost/sf for review w/client & design team * Estimated total F, F, & E costs for project * Selection & specification of furnishings that met Class A flammability & durability requirements for commercial spaces.						✓		✓				gy
Mercy Medical Center, St. Paul, WI - Addition of 100,000 SF wing * Developed interior layout space plan including common areas and special use rooms.				✓								gy

*** Key to Experience Type Codes**

- | | | |
|---|--|---|
| 1 = Space Planning | 5 = Preparation of Construction Documents | 8 = Specification of Furnishings, Fixtures, and Equipment |
| 2 = Building Code Research and Analysis | 6 = Cost Estimating | 9 = Bidding/Negotiating Procedures |
| 3 = Programming | 7 = Specification of Building Materials and Finishes | 10 = Construction Administration |
| 4 = Schematic Design and Design Development | | |