

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

85 East 7th Place, Suite 160, St. Paul, MN 55101-2113
Phone: 651-296-2388 • Fax: 651-297-5310 • mn.gov/aelslagid

**EMPLOYMENT HISTORY AND EXPERIENCE FORM
LANDSCAPE ARCHITECT APPLICATION**

Please read the INSTRUCTIONS page before completing.

1: General Information and Signatures

APPLICANT: COMPLETE THIS SECTION

Applicant Name <u>Chris</u> <u>Cross</u> <small>(First) (Last)</small>	Postmark Date: <u>11/05/2016</u> <small>(MM/DD/YYYY)</small>
Applicant Title <u>Landscape Designer</u> <small>(Job title at employer listed below)</small>	
Supervisor Name <u>Juan Moore</u>	Provide a date by which you want the supervisor to return this form to the Board.
Employer/Company Name <u>Juan Moore Beautiful Design</u>	
Company Address <u>2323 Sycamore Lane</u>	
City <u>St. Paul</u> State <u>MN</u> Zip Code <u>55101</u> Country <u>USA</u>	
Employment Dates: <u>06/05/2013</u> to <u>11/05/2016</u> <small>(MM/DD/YYYY) (MM/DD/YYYY)</small>	Hours worked per week: <u>40</u>
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.	
<u>Chris Cross</u> Applicant Signature	<u>11/5/2016</u> 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 both pages of 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):
 (1) Programming (2) Site & Environmental Analysis (3) Schematics
 (4) Coordination w/ Other Disciplines (5) Site Cost Analysis (6) Code Research (7) Design Development Docs
 (8) Construction Docs (9) Specifications (10) Document Checking (11) Bidding & Contract Negotiation
 (12) Construction Phase - Office (13) Construction Phase - Onsite (14) Office Mgmt (15) Other Research
- Provided correct employment dates and hours worked per week above: Yes No
If no, provide correct dates/hours: _____

<u>Juan Moore</u> Supervisor Signature	<u>11/10/2016</u> Date	<u>12345</u> License #	<u>MN</u> Issuing State
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2: Description of Work/Projects/Responsibilities

Applicant Name: Chris Cross

Supervisor Name: Juan Moore

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 size, location, your role, degree of responsibility, skills demonstrated.	APPLICANT: Mark type of experience.*								SUPERVISOR: Initial below:
	1	2	3	4	5	6	7	8	
Walnut Township Planning Study and Urban Design, Walnut Township, MN Assisted with site and environment analysis, research, and office management. Also did schematic design and design development documentation. Liaison for structural engineer who consulted on project.		—	—	—					JM
	9						—	—	
Maple Park Housing Complex, Maple Park, SD Helped develop proposals & other marketing materials. Provided project/local code research for project managers. Developed concepts, phasing plans, & preliminary cost estimates & created graphics for sections, master plans, etc. Also implement public engagement plans, including community meetings & developed the supporting material	—					—	—	—	JM
	9	—							
Mean Street Urban Redevelopment, St. Paul, MN Assisted in preparation of bid, including researching materials and costs. Lead team member on key section of site cost analysis work.					—				JM
	9		—						
Minnewatsit Wetland Plan and Implementation, Minnewatsit, MN Shadowed/accompanied supervisor during on-site observation of project and client meetings Performed document checking and coordinated office meetings/project updates during construction.									JM
	9	—		—	—				
Peaceful Waters Memorial Park, Bison, ND Performed site visits and research, including environmental analysis. Performed code research. Met with clients during both bidding and construction phases. Shadowed supervisor and provided some assistance during bidding/contracting (gathering information, formatting, proofing documents).		—				—			JM
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* Key to Experience Type Codes

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|---|-------------------------------------|-------------------------------------|
| 1 = Programming | 7 = Design Development Documents | 13 = Construction Phase - Onsite |
| 2 = Site & Environmental Analysis | 8 = Construction Documents | Observation, Project Mgmt, & Client |
| 3 = Schematics | 9 = Specifications | Contact |
| 4 = Coordination with Other Disciplines | 10 = Document Checking | 14 = Office Management |
| 5 = Site Cost Analysis | 11 = Bidding & Contract Negotiation | 15 = Other Research |
| 6 = Code Research | 12 = Construction Phase - Office | |