



AIA Employment Application

To applicant: Your interest in employment with The American Institute of Architects (AIA) is appreciated. A clear understanding of your background and work experience will aid us in considering your application. The AIA is an affirmative action employer and does not discriminate in employment on the basis of race, color, religion, sex, age, national origin, disability, veteran of the Vietnam War status, or any other status protected by federal or applicable state law.

Date _____

Personal

Name (First, Middle, Last) _____ Social Security Number _____

Street Address _____

City _____ State _____ Zip _____ E-mail Address _____

Telephone Numbers _____ Home _____ Work _____ Cellular _____

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 been convicted of a felony within the past 7 years? If yes, explain. Yes No

Have you ever used any other legal name we should know of in order to verify information on this application? Yes No

If yes, provide name(s): _____

List any acquaintances or relatives employed by the AIA and their relationship to you.

Have you ever been employed by the AIA before? If yes, when? Yes No _____

Have you ever applied for employment with the AIA before? If yes, when? Yes No _____

How did you learn of the position? _____

Specialized Skills

Software Applications Experience _____ Keyboard Speed _____

Honors/Memberships _____

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					
Location					
College					
Name					
Location					
Graduate Program					
Name					
Location					
Other Education					
Name					
Location					

Additional Training, Courses, or Credentials

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

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

Military Service

Branch of U.S. Military Service

Dates of Service From 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? Yes No

Date Reason

Name of Employer

Address City State Zip

Employment History

Please list all part-time and full-time positions, giving present or last position first. (Use an additional sheet of paper if necessary.)

Dates Worked	From	To	May this employer be contacted at this time for a reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer's Name			Employer's Telephone Number		
Employer's Address					
Annual Starting Salary		Final Salary		Supervisor's Name and Title	
Your Job Title					
Reason for Leaving					

Dates Worked	From	To	May this employer be contacted at this time for a reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer's Name			Employer's Telephone Number		
Employer's Address					
Annual Starting Salary		Final Salary		Supervisor's Name and Title	
Your Job Title					
Reason for Leaving					

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Employer's Name			Employer's Telephone Number		
Employer's Address					
Annual Starting Salary		Final Salary		Supervisor's Name and Title	
Your Job Title					
Reason for Leaving					

Account for all periods of unemployment in excess of three months:

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 The American Institute of Architects and any person, nor does it give any person the right to continue in the employment of the AIA 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; and credit, criminal, and employment history, and that the AIA 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 AIA 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 the AIA, 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 the AIA 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 the AIA. Furthermore, I understand that employment with the AIA is at will for no definite period, and may be terminated by me or the AIA at any time for any reason not specifically prohibited by law. I understand that no representative of the AIA has the authority to make any assurances to the contrary except the CEO of the AIA in a signed, written document.

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.

Signature

Date

The American Institute of Architects is an equal opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, marital or veterans status, national origin, disability, obligation to serve in the armed forces of the U.S., 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.