

# SP18 10234PB-2016

## Architecture and Drafting

### Performance-Based Assessment

#### Job Application Materials

This section of the assessment includes directions and print materials necessary to facilitate the job application portion of the Architecture and Drafting spring 2018 Performance-Based Assessment (PBA).

#### Instructions to the Test Coordinator

- From the PBA Manual, print the instructions for managing the administration of the résumé and job application, including the test administration script. The course instructor will administer this portion of the assessment under your guidance.
  
- The job application Student Materials are on the following pages. Make the number of copies necessary to distribute one copy to each student testing. Alternatively, you may use the fillable PDF found on the Performance-Based Assessment page of the RCU website (<http://rcu.msstate.edu/Assessment/Performance-Based-Assessment.aspx>) if you wish for your students to fill out the job application electronically.
  
- Provide each student with a copy of the rubric, which is available on the Performance-Based Assessment page of the RCU website (<http://rcu.msstate.edu/Assessment/Performance-Based-Assessment.aspx>). Please note that this rubric is for student reference, not for scoring. Scoring with the same rubric will take place within the OSCAR platform during April.

# SP18 10234PB-2016

## Architecture and Drafting Performance- Based Assessment

### Student Materials, Job Application

#### Directions:

You are applying for a position as an Architectural Drafter with ACME, Inc. On the following pages, you will find a job application. You will have 45 minutes to complete all sections to the best of your ability.

#### Tips:

- Read the whole job application before completing any portion of it.
- Write “N/A” for any portion that does not apply to you.
- If handwriting, please print legibly.
- Do NOT complete any portion of the application by writing “See Résumé.”
- Do NOT fill out any portion of the job application that is denoted with a black box.
- Use the rubric to see how your work will be scored.

Note that the job application you will complete today is NOT being used for actual employment decisions and will NOT be shared with potential employers.

When you are finished, your instructor will collect your job application and résumé.

## ACME, Inc. Employment Application

APPLICANT INFORMATION				
Last Name	First	M.I.	Application Date	
Street Address			Apartment/Unit #	
City	State	ZIP		
Phone	E-mail Address			
Date Available	Social Sec. No./FEIN	Desired Salary		
Specific Position Desired				
Are you authorized to work in the U.S.?    YES <input type="checkbox"/> NO <input type="checkbox"/> <i>(Employment may be contingent on the ability to show U.S. work authorization.)</i>				
Have you ever worked for this company?    YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?				
Have you ever been convicted of a felony?    YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain. <i>(Convictions do not necessarily bar employment.)</i>				
EDUCATION				
High School		City/State		
No. of years completed?	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree/Major
College		City/State		
No. of years?	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree/Major
Business / Technical		City/State		
No. of years?	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree/Major
REFERENCES (LIST THREE PROFESSIONAL REFERENCES.)				
Full Name		Relationship		
Company		Phone (    )		
City/State				
Full Name		Relationship		
Company		Phone (    )		
City/State				
Full Name		Relationship		
Company		Phone (    )		
City/State				

<b>EMPLOYMENT HISTORY</b>			
Company		Phone ( )	
Address		Supervisor	
Ending Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact this employer?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone ( )	
Address		Supervisor	
Ending Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact this employer?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>SKILLS AND QUALIFICATIONS</b>			
Your skills related to architecture and drafting:			
Types of equipment or software you can use::			
Additional skills or information you wish to bring to the employer's attention:			
Have you ever been suspended or fired by an employer? <i>(Not necessarily a bar to employment.)</i>		YES <input type="checkbox"/>	NO <input type="checkbox"/> If yes, explain.
<b>MILITARY SERVICE</b>			
Have you ever served in the U.S. Armed Forces?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Current Rank or Rank at Discharge		From	
Duties		To	
<b>DISCLAIMER AND SIGNATURE</b>			
I (or my authorized representative) completed this application, and my answers are true and complete to the best of my knowledge. If this application leads to employment, false or misleading information in my application or interview may result in my termination. This application is not an employment offer or contract.			
Signature		Date	

*ACME, Inc. does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or veteran status.*