

*COMPANY LOGO*

*FORM TITLE FIELD - "[JOB ROLE] APPLICATION"*

Question 1: *(Full Name Field)*

First & Last Name

Question 2: *(Email Address Field)*

Email Address

Question 3: *(Phone Number Field)*

Phone Number

Question 4: *(Short Text/URL/Link Field)*

LinkedIn Profile URL

Question 5: *(File Upload/Attachment Field)*

Please attach your Resume/CV in PDF format

Question 6: *(Dropdown Field)*

How did you hear about this position?

*LinkedIn*

*Indeed*

*Archipro*

*Architect*

*Facebook*

*Instagram*

*Employee of [company]*

*Word Of Mouth*

Question 7: *(Long Text Field)*

Please list your [Job Role] education or any relevant training you've received.

**Question 8: (Long Text Field)**

Please list your [Job Role] experience.

**Question 9: (Long Text Field)**

*Please describe any experience or interaction you've had with Architects.*

**Question 10: (Long Text Field)**

*Please describe any interest, familiarity, or mindset you have around personal development, coaching, and mentoring.*

**Question 11: (Date Field)**

How soon can you start?

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**FORM SETTINGS:**

Set up a notification for anytime you receive a new application.

Create a follow up email to auto-send after submission (this allows candidate to take the DISC assessment):

*{Name},*

*Thank you for your interest in the [Job Role] position with [Company].*

*Next, you will need to complete our 1st Assessment.*

**INSTRUCTIONS FOR TAKING THE ASSESSMENT**

**PLEASE ALLOW ABOUT \_ MINUTES TO COMPLETE.**

*Make sure to set aside this much time to complete before \_ pm tomorrow.*

*Many companies use assessment tools to increase understanding of others and communicate better individually and as a team. These tools help manage and motivate people to be their best. This is a fun process and can profoundly impact your individual, team, and organizational development.*

*It's best to complete the survey on a PC or laptop with a good internet connection, versus a mobile phone.*

*When taking the assessment:*

- 1. Have an OPEN MIND.*
- 2. READ ALL of the INSTRUCTIONS.*
- 3. Answer based solely on how YOU feel rather than how you think OTHERS may feel.*
- 4. Complete the assessment IN ONE SITTING, with NO INTERRUPTIONS!*
- 5. DON'T OVER-ANALYZE. This process should take no more than \_ minutes.*
- 6. FOCUS more on the WORKPLACE, not your personal life.*

*To get started, click the link: \_\_\_\_*

*If you have any questions, email me at: [email]*

*Warm regards,*

*[Your Name]*

*[Your Title], [Company]*

*P.S. Once you complete the assessment, forward this email to [email] with "I'm ready for the next step" in the message.*