

EMPLOYMENT VERIFICATION FORM

INTERIOR DESIGN EXAMINING BOARD
200 EAST GRAND, SUITE 350, DES MOINES, IA 50309
515-725-9022 Email: InteriorDesignBoard@iowa.gov

The Board is requesting additional information (either client or employer).
If employer verification meets or exceeds 3,250 hours then no client verification is required.

TO BE COMPLETED BY THE APPLICANT	
Applicant's Name:	
Business Name and Address:	
Name and Position of Person/Employer Completing this Form:	
Period of Employment (Month and Year) FROM	TO
TO BE COMPLETED BY THE EMPLOYER or CLIENT	
<p>Please refer to the following definition when evaluating the applicant's experience. Board reserves the right to ask for references or additional documentation when necessary to validate interior design experience.</p> <p>"Interior Design" means the design of interior spaces including the preparation of documents relating to space planning, finish materials, furnishings, fixtures, and equipment, and the preparation of documents relating to the interior construction that does not affect the mechanical or structural systems of a building. "Interior design" does not include services that constitute the practice of architecture or professional engineering.</p> <p>Please indicate if services or employment experience included the following areas:</p> <p>Yes__ No__ Interior space planning</p> <p>Yes__ No__ Specification of interior finish materials</p> <p>Yes__ No__ Specifications of interior furnishings, fixtures and equipment</p> <p>Yes__ No__ Preparation of documents relating specifically to interior construction that does not affect the mechanical or structural systems of a building</p>	
Would you recommend this applicant for registration? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please use this space to explain. Use additional sheets if necessary.	

This information is true, correct and complete to the best of my knowledge:

Signature of Reference _____ Date: _____

Title: _____

Please SIGN OVER THE FLAP and return the SEALED envelope to the applicant for submission.