



Housing & Residential Life: Application for Desk Assistant

(Please type or print clearly)

I. Personal Data

Name _____
First Middle Last

Date of Birth _____ Email: _____

Current Residence Hall _____ Room Number _____ Phone Number _____

Current Mailing Address:

Box City State Zip

Permanent Mailing Address:

Street City State Zip

Home Phone (_____) _____

I am applying for: Fall Semester _____ Spring _____ Summer _____
Please indicate above the academic semester you are applying for.

Hall preferences for employment: 1) _____ 2) _____

What shifts can you work: Early Morning _____ Morning _____ Afternoon _____ Evening _____ Over Night _____

Attach a copy of your class schedule, and list times of regular meetings that you attend.

Are you eligible for College Work Study? Yes _____ No _____ How many hours are you eligible for? _____

II. EDUCATIONAL DATA

Present Classification: FR _____ SO _____ JR _____ SR _____ GR _____

Major: _____ Grade Point Average: Last Semester _____ Cumulative _____

Expected date of graduation: _____

Will you be leaving campus to co-op? _____ When? _____

Will you be student teaching? _____ When? _____

Residence hall living experience:

HALL DATE RA

(SEE BACK PLEASE)

II Work Experience

Are you currently employed? Yes _____ No _____

If selected as a Desk Assistant, will you be willing to leave any other position you hold? Yes _____ No _____

Starting with your present employment, and working backwards, list each place of employment, and date of employment, you have had. Use an extra sheet of 8 1/2" X 11" paper if needed.

From	To			
MO _____	YR _____	MO _____	YR _____	_____
Company Name				

Street Address	City	State	Zip
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Supervisor	Type of Work Performed
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Work and/or educational experiences you have had that can contribute to the Desk Assistant position:

IV. Personal Background

Do you have a discipline record with Housing and Residential Life Office or the office of the Dean of Students? Yes _____ No _____

If yes, please briefly describe the incident _____

Have you ever been convicted of a felony? Yes _____ No _____ If yes, please list the activities and the associated dates: _____

V. Extracurricular Activities

Extracurricular activities (hall council, fraternity, sorority, etc.) in which you have participate in the past:

Activity	Position Held	Dates
_____	_____	_____
_____	_____	_____

Extracurricular activities in which you will participate during the period of employment:

The information on this application is correct, to the best of my knowledge. I fully understand that providing false information, failure to respond truthfully to any of the above items, or failure to make full disclosure of pertinent information may result in disqualification for appointment or the termination of employment if hired. (Housing and Residential Life reserves the right to conduct security checks on applicants.)

Signature

Date