

## Residence Life Staff Selection Application

Please complete this entire application document carefully and thoroughly. Please type or print legibly in black ink. Your answers will be used in assessing your qualifications for the position for which you are applying. The completed application should be turned in to the Residence Life Office in Moseley Center room 213 or email to [residencelife@elon.edu](mailto:residencelife@elon.edu).

### Personal Information:

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student ID #: \_\_\_\_\_ Gender: Male \_\_\_\_ Female \_\_\_\_ Campus Box: \_\_\_\_\_

Current Room Assignment: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Home/Permanent Address: \_\_\_\_\_  
 (Street) (City) (State) (Zip Code)

Cell Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Permanent/Home Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Including this semester, how many semesters have you lived on campus (one semester is required) and where? \_\_\_\_\_

T-shirt Size (Check One): Small \_\_\_\_ Medium \_\_\_\_ Large \_\_\_\_ Extra Large \_\_\_\_ Extra Extra Large \_\_\_\_

Eligible to Work in the United States: Yes \_\_\_\_ No \_\_\_\_

### Educational Information:

Class/ Yr: Fr Soph Jr Sr # of Semester Hours Completed: \_\_\_\_ # of Semester Hours Planned for: Fall \_\_\_\_ Spring \_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Anticipated Date of Graduation (semester/year) \_\_\_\_/\_\_\_\_ Semester GPA \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

Colleges/Universities Attended: \_\_\_\_\_ Years Attended: \_\_\_\_\_

### Campus Involvement:

Please indicate the number of hours you will be participating in these activities *per week* during the upcoming academic year:

Student Teaching \_\_\_\_\_ Greek Life \_\_\_\_\_ Marching Band \_\_\_\_\_ Honors Organizations: \_\_\_\_\_

Study Abroad \_\_\_\_\_ Internship/Practicum \_\_\_\_\_ Athletics/Club Sports \_\_\_\_\_ Sport(s) \_\_\_\_\_

RSA \_\_\_\_\_ SGA \_\_\_\_\_ EVI \_\_\_\_\_ Other \_\_\_\_\_

List any other obligations or commitments and approximately how many hours per week you spend with each:

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List any honors and/or awards you have received:

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## Position/Neighborhood Information:

Please rank each position (1, 2) in order of preference. Even if you don't rank both, you'll be considered for both. If you are definitely not interested, please put an "NI" in that space. Thank you!

Resident Assistant (RA) \_\_\_\_\_ Housing Assistant (HA) \_\_\_\_\_

Please let us know when you are applying to become an RA for. If applying for the 2012-2013 school year you will be notified following the February 2012 selection process. Any students studying abroad in Spring Semester 2012 should apply for 2012-2013 positions during Fall 2011. Students who will be at Elon in February 2012 are recommended to wait until February 2012 to apply unless also applying for Spring 2012 RA positions:

Spring 2012 \_\_\_\_\_ Fall 2012-Spring 2013 School Year \_\_\_\_\_

As part of you applying for a Student Staff Member position please check all types of communities that you feel you would be successful working with. (Note: We utilize this information during placement, but do not guarantee placement).

### Students

1 <sup>st</sup> year students	
Upper Class/ Returning students	
No Preference	

### Hall Style

Traditional Hall Style	
Suite/Flat Style	
Apartments	
No Preference	

### Neighborhood Preference

Colonnades	
Danieley Center	
East	
North	
Oaks	
West	
The Station at Mill Point	
No Preference	

## Shadowing Experience:

As part of the application process, you will need to spend 1 hour "shadowing" a current staff member.

**Please note that you should meet when that staff member is on duty.** Applying for a staff position requires you to go on a duty round with a current staff member. During this experience you can ask questions about the pros and cons of the position, the time commitment, what an average day is like, tips on how to handle situations, how to create a community, etc. The "shadowing" is an opportunity for you to get information and for the staff to get to know you better. This is a great opportunity to ask questions and gain a better understanding about some specifics of the position. Please have the staff member you shadowed print and sign below.

**This must be completed prior to the application deadline. Have fun!**

I HAVE COMPLETED THE SHADOWING PORTION OF THE APPLICATION PROCESS.

Print Name of Student Staff Member: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Staff Member Signature: \_\_\_\_\_ Time: \_\_\_\_\_

## Essay Questions:

On a separate sheet of paper (with your name), please type your answers to the following questions:

1. Please write a cover letter that includes an explanation about why you want to work for Residence Life. (not to exceed one page, double spaced)
2. Please use a blank sheet of 8 ½" by 11" paper design a bulletin board that demonstrates what the slogan "We Are One" means to you. You may draw a picture, create on a computer and print it, the choice is yours.
3. Please write a reflection paper for the shadowing assignment listed above. What did you learn about the RA position from your shadowing experience? In what ways do you feel you would make a great Resident Assistant? What parts of the position would be challenging? (one to two pages, double spaced)

## References

Please list three references below and have each complete the reference form. The references should include a: (1) Recent Employer or Student reference, (2) A Faculty/Staff member, and (3) Residence Life Student Staff Member. If you will have any problem obtaining these specific references, please contact Taryrn Njagu, Assistant Director of Residence Life. The reference forms must be submitted to the Residence Life Office within a week of turning in your application.

Name	Position (Circle One)	Title/Relationship	Phone Number
1. _____	Employer/Student	_____	____ - ____ - _____
2. _____	Faculty/Staff	_____	____ - ____ - _____
3. _____	Student Staff Member	_____	____ - ____ - _____

## Please also attach a current resume

For assistance in creating or updating your resume please consult career services in Duke 101

## Legal/Judicial Information

Please respond to the following questions. If your response to any of these questions is "Yes" please submit a written explanation of that item. The explanation must be attached to this application.

*Have you ever been convicted of a criminal offense other than a minor traffic violation?* No \_\_\_\_ Yes \_\_\_\_

*Are there criminal charges pending against you at this time?* No \_\_\_\_ Yes \_\_\_\_

*Are you currently on probation with the Office of Judicial Affairs?* No \_\_\_\_ Yes \_\_\_\_

The information supplied in this application is correct to the best of my knowledge and in compliance with Elon's Honor Code. I have read the job description supplied with this application and agree to comply with all requirements should I be offered and accept a position. I understand that intentionally providing any false information could result in the rejection of my application and/or rescinding of an offer of employment or contract. I also acknowledge that I wish to actively pursue a position as indicated on this application and authorize the person(s) conducting the selection and hiring process to obtain information about me as needed to verify my eligibility for such employment. I understand this includes, but is not limited to, authorizing Residence Life to access my academic records and Judicial Affairs records.

In addition, I understand that should I be hired for this leadership position, I must attend **all** training sessions and scheduled meetings pertaining to this position for which I am hired. I understand that all documents related to this application including, but not limited to, signed reference forms and staff evaluations, are confidential. I further understand that I will not have the opportunity to personally review these documents. However, I may meet with a member of the Residence Life Professional Staff to obtain feedback. This procedure is in compliance with the Family Educational Rights and Privacy Act of 1974.

Fostering respect for individual differences is central to the mission of Elon University. Residence Life seeks individuals who are eager to join us in our commitment to recognize and support the diversity of students living in the residential communities. Residence Life does not discriminate on the basis of race, religion, color, gender, age, sexual orientation, national or ethnic origin, veteran status, or disability.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**To complete your application you will need to attend one informational session prior to your interview. Session dates, locations and times are below:**

**Info Session #1: October 10th in the Moseley 215 at 12:00pm**

**Info Session #2: October 11<sup>th</sup> in Moseley 217 at 4:00pm**

**Info Session #3: October 26<sup>th</sup> in Moseley 216 at 5:00pm**

**Info Session #4: October 27<sup>th</sup> in Moseley 216 at 6:00pm**

Please return completed application and reference forms to:  
The Office of Residence Life  
Moseley 213      Campus Box 2980      Elon, NC 27244  
Fax: 336 - 278 - 7299      Phone: 336 - 278 - 7300      E-mail: [residencelife@elon.edu](mailto:residencelife@elon.edu)

Residence Life reserves the right to assign you to any residence hall or apartment.