

DEPARTMENT OF RESIDENTIAL LIVING

Western Carolina University • 1st West Scott Hall • Cullowhee, North Carolina 28723 • 828.227-7303 (p) • 828.227-7304 (f)

RA

RESIDENT ASSISTANT APPLICATION

For Spring 2012 & 2012 - 2013 Academic Year

TERMS APPLIED FOR

I wish to be considered for a position for the following academic terms (*check all that apply*):

_____ Spring Semester 2011 (*starts 1/4/2012*)

_____ 2012-2013 Academic Year (*starts 8/6/2011*)

PERSONAL / CONTACT INFORMATION

Full Name _____ Preferred Name _____

Residence Hall and Room Number _____ 920 Number _____

Gender Identity Female Male Transgender

Catamount E-mail Address _____

WCU Suite Box _____ Cell Phone _____

WCU INFORMATION

Class Freshman Sophomore Junior Senior Other / Graduate Student

Major _____ Minor _____

Last Completed Semester GPA _____ Cumulative GPA _____

Number of Hours Completed _____ Expected Graduation Date _____

Do you have plans (*i.e. study abroad, practicum, internship, student teaching, December graduation, etc.*) that could take you off campus in the upcoming (2012-2013) academic year? No Yes

If yes, please explain:

COMPLETE AND SIGN ON THE REVERSE SIDE

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CANDIDATE TIME COMMITMENTS / SPECIALIZED HOUSING

Turn in with Application & Resume

Full Name _____ Preferred Name _____

TIME COMMITMENTS

Please provide information below regarding your time commitments **for the 2011-2012 academic year**. Please be sure to include **significant academic involvements** (i.e. internship, student teaching, research projects, music/theatre productions), **extracurricular involvements** (i.e. Greek-letter organizations, band, mentorship programs, etc.), and other **employment**.

Type of Involvement	Organization/ Employer	Your Role / Title (member, president, etc.)	Approximate # hours/week	Dates (fall or spring semester, etc.)
Academic Extracurricular Employment	_____	_____	_____	_____
Academic Extracurricular Employment	_____	_____	_____	_____
Academic Extracurricular Employment	_____	_____	_____	_____
Academic Extracurricular Employment	_____	_____	_____	_____
Academic Extracurricular Employment	_____	_____	_____	_____
Academic Extracurricular Employment	_____	_____	_____	_____

SPECIALIZED HOUSING

The Department of Residential Living has several specialized/themed housing for students. Please indicate whether or not you would be interested in working within one of these areas. For example, a Living Learning Community would work closely with a LEAD class in addition to working with a University Instructor.

Are you interested in working with a Living Learning Community. o No o Yes
Examples of Living Learning Communities are Band of Brothers, Secrets of Powerful Women, The Creative Life, Intensive English Program and Leadership Houses.

Are you interested in working with the freshmen population and Western Carolina PEAKS? o No o Yes

Are you interested in working with upperclassmen population and Western Carolina EXTREMES? o No o Yes

Are you interested in working with the HONORS Program and are you currently a member? o No o Yes

Would you prefer (mark all that apply).... Single Gender Building Co-Ed Floor Single Gender Floor

Would you be interested in working with Graduate Student Housing? o No o Yes

REMEMBER TO COMPLETE THE REVERSE SIDE TOO!

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CANDIDATE ACCOMMODATIONS, LEGAL / CONDUCT, & AUTHORIZATION

Turn in with Application & Resume

Full Name _____ Preferred Name _____

ACCOMMODATION REQUESTS

Residential Living knows that some candidates may have particular accommodation needs based on their personal circumstances. This section allows you to share your requests with us.

Yes No Health Concerns

Do you have a medical issue that requires you to live in a building that is accessible, has certain amenities or have access to specific resources? *Note that any medical based accommodations must be documented each year with Disability Services and appropriate forms completed with the Department of Residential Living.*

Yes No Financial Restrictions

The current standard rate per semester for housing is \$1,623.00 Do you have financial restrictions that would not enable you to live in a building that would cost more? *Note the other rates for RAs are between \$1,820.00 and \$1,914.00 each semester.*

Yes No Marital Status

Are you married and require a position that could accommodate you and your spouse?

LEGAL / CONDUCT BACKGROUND

Please respond to the following questions. If your response to any of these questions is "Yes" you must submit a written explanation of that item in order for your application to be further considered. The explanation must be attached to this application and submitted at the same time as the application materials.

Have you been found responsible for a violation of the Student Code of Conduct since October 13, 2011?

No Yes

Have you been off probation with the Department of Student Community Ethics since October 13, 2011?

N/A No Yes

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

AUTHORIZATION OF RELEASE OF INFORMATION

By signing this application below I attest that, to the best of my knowledge, all information provided by me in this application is truthful and accurate. 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 processes to obtain information about me as needed to verify my eligibility for such employment. I understand this includes, but is not limited to, authorizing the Department of Residential Living to access my academic records (including grade point average records) and Department of Student Community Ethics records (including any information regarding former, current, or future allegations of violations of the *Student Code of Conduct*). Finally, I understand that reappointment for subsequent semesters is not guaranteed, but is contingent on performance evaluations and re-application to the position.

Signature of Applicant

Date



RESIDENCE LIFE STAFF REFERENCE

(This should come from your RA, RD, ARD or ARC.)

The Department of Residential Living

Division of Student Affairs

Name of Applicant: _____

Important: The Family Educational Rights and Privacy Act of 1974 opens many student records for students' inspection. The law also permits students to sign a waiver relinquishing their rights to inspect letters of recommendation. Applicants should read the following section carefully and indicate whether you waive your rights to read this recommendation or whether you do not waive your right to read this recommendation. One of the lines MUST be signed. The applicant's signature below constitutes his/her choice:

I **DO** waive the right to read this recommendation. _____

I **DO NOT** waive the right to read this recommendation. _____

Name of Person Completing Reference: _____

Position in Residential Living: RA RD ARD ARC Other

In what capacity have you known the applicant? _____

How well do you feel you know the applicant? _____

How strongly would you recommend this individual for a Resident Assistant position?

___ Recommend with Enthusiasm ___ Recommend with Reservations ___ Do Not Recommend

Please explain your level of recommendation and any reservations you may have:

Be sure to complete the chart on the reverse side of this page!

By signing below you acknowledge completion of this form and responsibility for the information you have provided regarding the candidate (*Residential Living will not release any information provided directly to the candidate unless mandated by law to do so*):

Signature of Reference

Date

Please indicate the appropriate response to the following questions. Your level of agreement should reflect the degree to which you feel the candidate exhibits the following statements.

THE CANDIDATE...	Strongly Agree	Agree	Disagree	Strongly Disagree	No Basis to Evaluate
Demonstrates behavior that we want others to emulate.					
Seeks the opportunity to be of service to others.					
Has the ability to let go of negative experiences.					
Accepts consequences for actions / behaviors.					
Encourages others through attitude and actions.					
Expresses frustrations in a constructive manner.					
Has the ability to recognize when guidance or support is needed and is able to ask for it appropriately.					
Has an awareness of how they are perceived by others.					
Is able to clearly communicate an idea or concept to others.					
Communicates information in a timely fashion.					
Respects dignity of others and recognizes appropriate boundaries for sharing information.					
Is able to listen and internalize directions from others.					
Is able to identify a problem.					
Is able to articulate pros and cons of different alternate solutions.					
Is able to make a decision and follow through to completion.					
Is able to reflect on experiences and identify lessons learned from previous problem solving situations.					
Is able to manage multiple tasks / responsibilities effectively.					
Is able to manage time in order to complete tasks in a timely fashion.					
Is able to realistically assess the amount of time / work it will take to complete a task.					
Is able to prioritize tasks in a manner that allows him/her to deal with completing priorities.					
Likes to work with people.					
Willingly engages with others and offers him/herself as a support.					
Demonstrates an ability to empathize with others.					
Is able to incorporate others ideas/feedback into vision or actions.					
Recognizes the strengths and abilities of others.					
Is able to be a leader or follower as needed within the group.					
Is respectful of people from different backgrounds.					
Is able to connect with people from a variety of backgrounds and lifestyles.					
Places a priority on his/her school work and academic success.					
Is engaged in his/her classes.					
Has pride in his/her affiliation with Western Carolina University.					

Please return completed reference form to Residential Living by January 20, 2012

Attention: RA Selection Committee
 Department of Residential Living
 1st West Scott Hall
 Cullowhee, North Carolina 28723

RA

SUPERVISOR/ADVISOR REFERENCE

(This should come from a current / former boss, academic advisor, of faculty / staff member working with you in student club or organization)

The Department of Residential Living

Division of Student Affairs

Name of Applicant: _____

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I **DO** waive the right to read this recommendation. _____

I **DO NOT** waive the right to read this recommendation. _____

Name of Person Completing Reference: _____

In what capacity have you known the applicant? _____

How well do you feel you know the applicant? _____

How strongly would you recommend this individual for a Resident Assistant position?

____ Recommend with Enthusiasm ____ Recommend with Reservations ____ Do Not Recommend

Please explain your level of recommendation and any reservations you may have:

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Signature of Reference

Date

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Has pride in his/her affiliation with Western Carolina University.					

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 1st West Scott Hall
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FACULTY REFERENCE

(This should come from college level instructor or teacher)

The Department of Residential Living
Division of Student Affairs

Name of Applicant: _____

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I **DO** waive the right to read this recommendation. _____

I **DO NOT** waive the right to read this recommendation. _____

Name of Person Completing Reference: _____

Position / Department: _____

In what capacity have you known the applicant? _____

How well do you feel you know the applicant? _____

How strongly would you recommend this individual for a Resident Assistant position?

____ Recommend with Enthusiasm ____ Recommend with Reservations ____ Do Not Recommend

Please explain your level of recommendation and any reservations you may have:

Be sure to complete the chart on the reverse side of this page!

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Date

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