



UNIVERSITY OF WISCONSIN - LA CROSSE

OFFICE OF RESIDENCE LIFE

SUMMER 2010 RA/CA EMPLOYMENT APPLICATION

Name: _____ Cell Phone #: _____

Campus Address: _____

E-mail Address: _____

Student ID#: _____

Current Year In School at UWL: _____ FR _____ SO _____ JR _____ SR _____ GRAD

_____ OTHER (will be entering as a Freshman at UWL in Fall 2010)

Have you lived in a residence hall? YES _____ NO _____

if yes, where & when? _____

Have you had previous RA/DC experience? YES _____ NO _____

if yes, where & when? _____

JOB PREFERENCE:

Please take some time to review the position descriptions for the following positions. You can find the position descriptions at <http://www.uwlax.edu/reslife/html/sumpro.htm>. We are hiring for a variety of positions and want to make sure you understand what each position entails. If you do not check a box, you will NOT be considered for that position. Thus, it is very important that you evaluate each position and mark only those that are of interest to you.

_____ Conference Assistant

_____ Summer School RA

JOB AVAILABILTY:

Employment will start May 17, 2010 and will end August 15, 2010 for the RA position.

Employment will start May 17, 2010 and will end August 29, 2010 for the CA position.

The Office of Residence Life will give preference to people who make these positions their top priority.

Are you available to work May 17 to August 15 (Aug 29 for the CA position)? YES _____ NO _____
If no, please explain. _____

Are you able to work full time (40 hours/week) YES _____ NO _____
If no, please explain. _____

Do you plan to take any classes this summer? Yes _____ No _____
*Those students taking classes may be limited in the number of hours they are able to work
If so, how many credits and during which summer term? _____

Do you plan to hold another job outside of a Residence Life position this summer? Yes _____ No _____
If so, how many hours/wk and what type of schedule would this other job entail? _____

REFERENCES (please list two).

We recommend that these references not be a family member or friend, but rather someone who can attest to your work abilities and character, such as a professor, employer, or volunteer coordinator.

Name Address Phone Position

Name Address Phone Position

PREVIOUS WORK EXPERIENCE *(List most recent first)*

(1) _____
Position Employer

Date of Employment Reason for Leaving

Job Responsibilities/Duties

(2) _____
Position Employer

Date of Employment Reason for Leaving

Job Responsibilities/Duties

(3) _____
Position Employer

Date of Employment Reason for Leaving

Job Responsibilities/Duties

(4) _____
Position Employer

Date of Employment Reason for Leaving

Job Responsibilities/Duties

PLEASE ANSWER THE FOLLOWING QUESTIONS (use additional space if needed)

Why are you interested in working for Residence Life this summer?

What have you learned from your previous work experiences that will help you in a Residence Life summer position?

What does good customer service mean to you? Give examples of good customer service and poor customer service.

Why should we hire you?

Applications are due to the Office of Residence Life (103 Whitney Center) no later than February 10, 2010, at 4:00pm. Interviews for the CA/RA Position are on February 13, 2010. When turning in your application, you MUST sign up for a RA/CA interview time. Failure to sign up for an interview time will result in an incomplete application and the applicant will not be considered. Everyone is guaranteed an interview. There are a limited number of interview times, so turn in your application early to ensure an interview time will work for your schedule.

I certify that all information in this application is true and correct. Any changes to the above information (especially decisions to take summer school), must be corrected immediately. Incorrect or false information may lead to the applicant being refused employment. My signature below authorizes the Office of Residence Life to verify my GPA if necessary to determine my eligibility for this position.

Signature

Date



UNIVERSITY OF WISCONSIN - LA CROSSE
OFFICE OF RESIDENCE LIFE
SUMMER EMPLOYMENT GUIDELINES

Please read the following carefully. Turn this form in along with your application.

1. I am aware that this is strictly an application for "possible" Summer Employment with and through the Division of Student Development and Academic Services, Office of Residence Life.
2. I am aware that, while every effort will be undertaken to provide full-time employment, the nature of this position is such that this may not always be possible.
3. I am aware that my work will require me to live in the residence halls this summer. If hired as a CA job obligations will require me to spend various duty nights in other residence halls across campus.
4. I am aware that all assignments will be made after applications have been received and subsequently reviewed. I recognize that the deadline for receipt of applications is February 10, 2009, with notification of my status about three (3) weeks thereafter.
5. I have read and am aware of specific dates of employment and remuneration as listed in the summer job descriptions.
6. I am aware that preference will be given to those applicants who are able to work full-time. Any deviation to this must be approved by the Office of Residence Life.
7. Employment will require a criminal background check. A pending criminal charge or conviction will not necessarily disqualify an applicant. In compliance with the Wisconsin Fair Employment Act, the University of Wisconsin-La Crosse does not discriminate on the basis of arrest or conviction record.

By signing this form, I acknowledge that I have read this statement and the job description(s) for the position(s) of interest and am able to comply with the duties and responsibilities as set out in both documents. I accept all terms of employment and remunerations. If hired, I agree to abide by these guidelines as well as the policies, rules and regulations of the Office of Residence Life and the University of Wisconsin-La Crosse.

Applicant's Signature

Date