



UNIVERSITY OF WISCONSIN- LA CROSSE
OFFICE OF RESIDENCE LIFE

SUMMER 2010 EMPLOYMENT APPLICATION ASSISTANT HOUSEKEEPER FACILITY SPECIALIST WORK CREW

Name: _____ Cell Phone # _____

Campus Address: _____

E-mail Address _____

Student ID # _____

Current Year in School at UW-L: _____ 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 Residence Life experience? YES _____ NO _____

If yes, what position, 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 rank an option, you will NOT be considered for that position. Thus, it is very important that you evaluate each position and rank order only those that are of interest to you.

Ranking scale: **1 = First choice, 2 = Second choice, 3 = Third choice**

_____ Housekeeper Assistant (15 openings)

_____ Work Crew (12 openings)

_____ Facility Specialist Assistant (2 openings)

JOB AVAILABILITY:

Employment will start May 17, 2010 and end August 20, 2010 for AHK and WC Employment will start May 17, 2010 and end August 27, 2010 for FSA (there may be a possibility of working past August dates). Preference will be given to those who are available for full-time employment the entire time and do not have other employment/time commitments which conflict with this job.

Are you available to work May 17 to August 20 (Aug. 27 for FSA)? 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 _____

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
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Name	Address	Phone	Position
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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 experience(s) that has prepared you for a Residence Life summer position?

What skills do you possess that would enable you to be a successful employee? Give examples of how these skills would benefit our operation.

Applications are due to the Office of Residence Life (103 Whitney Center) no later than February 10, 2010 at 4:00 pm. When turning in your application, you **MUST** sign up for a **FACILITY STAFF** 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.

Signature

Date



UNIVERSITY OF WISCONSIN- LA CROSSE
OFFICE OF RESIDENCE LIFE
**SUMMER FACILITY 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 if I choose to live on-campus that this assignment is for double occupancy and that certain facility or conference issues may necessitate my moving to a different hall &/or room to accommodate these schedules.
4. I am aware that all work assignments will be made after applications have been received, reviewed and interviews completed. I recognize that the deadline for receipt of applications is February 10, 2010, with notification of my status about 3-4 weeks thereafter.
5. I have read and am aware of specific dates of employment and remuneration as listed in the summer job descriptions. Off-campus housing is my responsibility.
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 the entire summer application, summer guidelines, and the job description(s) for the position(s) of interest. If hired, I agree to abide by the duties, responsibilities, and guidelines as described in these documents, 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