

Resident Assistant Application

I. PERSONAL DATA

Name _____
(Last Name) (First Name) (Middle Name)

Social Security (optional) _____ Student ID# _____ DOB _____

Local Mailing Address _____ Hall/Room# _____

Phone _____ (cell)

Permanent Address (home) _____

CITY

STATE

ZIP

Have you ever been convicted of a misdemeanor/felony? _____ If yes, please explain on a separate sheet of paper and attach to application.

II. EDUCATIONAL DATA

Present Classification _____ Major _____ Credit Hrs. _____

Expected date of graduation _____

Other Colleges Universities attended (include dates)

Will you be leaving campus to co-op? _____

Will you be student teaching? _____

Will you be touring with a scholarship obligation? _____? If yes, when? _____

III. RESIDENCE HALL EXPERIENCE/EXTRACURRICULAR ACTIVITIES

How many semesters have you lived in a residence hall? _____

Name any residence hall activities/positions you have been involved in.

List any other campus/community activities in which you have participated

List honors, awards, scholarships, fellowships or other types of recognition

List activities or areas of special interest in which you have some "expertise" of which you would be willing to involve yourself and hall residents

IV. ESSAY

Please answer each of the following questions in a 300 word essay. Submit as an attachment along with the application.

Questions:

1. Summarize your reasons for seeking the Resident Assistant position. (300 words)
2. Many of the men and women in the halls have various backgrounds and experiences that are unique to them and their culture. If you are chosen as a Resident Assistant what uniqueness would you bring to the job? (300 words)

V. STATEMENT OF EXPERIENCE:

Please list your last three jobs and/or volunteer positions beginning with the most recent. Include any experiences you have had that required you to demonstrate abilities such as customer service, decision-making, problem solving or teamwork skills.

Position: _____ Dates: _____

Company/Organization: _____

Specific Duties: _____

Position: _____ Dates: _____

Company/Organization: _____

Specific Duties: _____

Position: _____ Dates: _____

Company/Organization: _____

Specific Duties: _____

IV. REFERENCES:

References should come from Tuskegee University’s RAs, Hall Directors and Faculty/Staff. Please use the attached reference form for each of your references:

TUSKEGEE UNIVERSITY
HOUSING AND RESIDENCE LIFE AND DEVELOPMENT
Tuskegee, AL 36088

Resident Assistant Candidate Reference Form

Candidate's Name _____

This reference will be used solely by personnel in the Department of Housing & Residence Life for the purpose of selecting Resident Assistants. The candidate has a right to review this reference unless she/he waives that right.

_____ I have retained my right of access to this reference.

_____ I have waived my right of access to this reference.

(Candidate must check one of the above statements and sign below)

Signature _____ Date _____

The above reference individual is applying for a position as a Resident Assistant. As a member of the residence hall staff, the RA shares a responsibility for the total operation of a residence hall. Various responsibilities include advising, programming, discipline, administration, and general operation of the residence hall. This position calls for persons with a high degree of maturity and flexibility, the ability to communicate effectively with both students and staff, and the ability to demonstrate leadership qualities. Please complete this form and make any additional comments. Your candid evaluation of the applicant based on your experience with him/her, serves as an important part of the selection process.

COMMUNICATIONS: Consider the ability to grasp new ideas; to express his/her thoughts verbally in an effective manner, and to listen and convey understanding to others.

NO BASIS FOR RATING	BELOW AVG.	AVERAGE	ABOVE AVERAGE	SUPERIOR
_____1_____	_____2_____	_____3_____	_____4_____	_____5_____

MATURITY: Consider the applicant's common sense; self-awareness and self-confidence; judgment; integrity; and ability to make mature, well thought out decisions.

NO BASIS FOR RATING	BELOW AVG.	AVERAGE	ABOVE AVERAGE	SUPERIOR
_____1_____	_____2_____	_____3_____	_____4_____	_____5_____

INITIATIVE: Consider the applicant's approach to new situations, self-motivation; setting and accomplishing goals; quantity of work; enthusiasm; and need for supervision.

NO BASIS FOR RATING	BELOW AVG.	AVERAGE	ABOVE AVERAGE	SUPERIOR
_____1_____	_____2_____	_____3_____	_____4_____	_____5_____

RESPONSIBILITY: Consider the degree to which the applicant is dependable; prompt; accurate and conscientious.

NO BASIS FOR RATING	BELOW AVG.	AVERAGE	ABOVE AVERAGE	SUPERIOR
_____1_____	_____2_____	_____3_____	_____4_____	_____5_____

SUMMARY/COMMENTS (Please use only the space provided)

NOTE: The person providing information on this candidate must be a member of the faculty or staff of Tuskegee University.

Name _____ Position _____

Department _____ Telephone Ext. _____

Signature _____ Date _____
