

2010 – 2011 APPLICATION FOR STUDENT STAFF POSITIONS

Complete and return this application form with a copy of your resume.

***Accepted only on January 19 & 20, 2010, 11am - 5pm, Campus Center 2nd Floor Hallway
(Applicants who will study away in spring 2010 refer to last page of application for added information)**

- All paperwork must be printed in 12 pt. font on 8 ½ x 11 inch white paper.
- The application may be legibly handwritten. The resume must be computer generated (or typed).

WAIVER: (Required to proceed in process)

The information provided on this application and information contained on my submitted resume is accurate to the best of my knowledge. I agree to permit the Office of Residence Life to review my judicial and academic records for the purpose of eligibility, and to contact current Residence Life staff about my candidacy (if applicable).

Signature: _____ Date: _____

Positions Applied for:

Undergraduate or Graduate Students : RA PA HR **Graduate Students Only:** GRA HD CD

Last Name:	First Name:	Preferred Name:	MI:	Student ID #:
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Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Local Phone #:	Cell Phone #:
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Campus C.S./G.S.H. Box:	Email Address:
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On Campus Address (building and room #) or Off Campus Street Address:

Summer Address:	Summer Telephone:
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Academic Concentration:	Current Social Classification: <input type="checkbox"/> Frosh <input type="checkbox"/> Soph <input type="checkbox"/> Jr <input type="checkbox"/> Sr <input type="checkbox"/> Grad
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Residence Life Experience: I have served on the Res. Life Staff at W&M. <input type="checkbox"/> Yes <input type="checkbox"/> No	Position	Location	Supervisor	Dates Employed

Resume: Attach your current resume including your current and previous experiences, (jobs, activities, organizations, etc.).

Reference: List your reference's information below.
An appropriate reference would include anyone with a good understanding of the staff positions and your skills and abilities.

(Do not ask a current professional Residence Life staff member. They will be consulted separately)

Reference's Name	Phone Number	Relation to You

Future Commitments: (Other than class time)
What **academic and extracurricular** time commitments do you anticipate having next year? List such things as major projects, lab time, honors thesis, assistantships, student teaching, Greek affiliation, clubs, organizations, volunteering, sports, other jobs, etc. Be certain to indicate special positions you will hold, such as officer, captain, manager, editor, etc. If more space is needed, attach an additional sheet of paper.

Commitment	Semester(s) Involved	Hours/Week
	<input type="checkbox"/> Fall <input type="checkbox"/> Spring	
	<input type="checkbox"/> Fall <input type="checkbox"/> Spring	
	<input type="checkbox"/> Fall <input type="checkbox"/> Spring	
	<input type="checkbox"/> Fall <input type="checkbox"/> Spring	
	<input type="checkbox"/> Fall <input type="checkbox"/> Spring	

For RA Position Only

Language and Special Interest House Placements:

PLEASE NOTE: Individual interest for a specific type of hall is only one of several factors considered when making room assignments. Applicants should not assume that indication of interest guarantees placement.

I wish to be considered for placement in the following positions. (Mark all that apply)

Language Houses	Living Learning Housing
<input type="checkbox"/> Arabic House <input type="checkbox"/> Chinese House <input type="checkbox"/> French House <input type="checkbox"/> German House <input type="checkbox"/> Japanese House <input type="checkbox"/> Spanish House <input type="checkbox"/> Russian House <input type="checkbox"/> Italian House	<input type="checkbox"/> Africa House <input type="checkbox"/> Eco House <input type="checkbox"/> Community Scholars House <input type="checkbox"/> Mosaic House <input type="checkbox"/> Reves (International Studies) <input type="checkbox"/> Sharpe Community Partnership <input type="checkbox"/> Substance-free <input type="checkbox"/> Greek (Chapter) _____

Apartments (I would consider an RA position working with apartment residents. (Ludwell, Cabell, Nicholas, Grad, Lodges))

For PA Applicants Only:

What computer programs are you familiar with? Microsoft Office Publisher Web Design Internet Use

PA Specialty Area Interests

I wish to be considered for placement in the following positions. (Mark all that apply)

<input type="checkbox"/> Information Specialist	<input type="checkbox"/> Inventory Management Specialist	<input type="checkbox"/> Campus Wide Programming Specialist
<input type="checkbox"/> Resource Specialist	<input type="checkbox"/> Staff Development Specialist	

Contracted Employment Dates

If hired for a position, you will be expected to return to campus for training activities.

Please do not apply if you are not able to meet these obligations

Position	Contract and Summer Training Begins	Thanksgiving Break	Released: Semester Break	Return: Winter Break	Staff Contract Ends
CD	July 31, 2010, 9:00am	Nov.24, 2010 Released by AD after closing	Dec.16, 2010 Released by AD after closing	Jan. 9, 2011 7:00 pm	May 18, 2011 Released by AD after closing
HD	Aug. 4, 2010, 8:00am	Nov.24, 2010 Released by AD after closing	Dec.16, 2010 Released by AD after closing	Jan.12, 2011 7:00 pm	May 18, 2011 Released by AD after closing
PA	Aug. 6, 2010, 9:00am	Nov.24, 2010 OR AS Released by Assistant Director	Dec.11,2010 Released by Assistant Director	Jan.12, 2011 7:00 pm	May 9, 2011 Released by Asst. Director after closing PRC
HR	Aug. 7, 2010, 8:00am	Nov.24, 2010 Released by AD after closing	Dec 16, 2010 Released by AD after closing	Jan.12, 2011 7:00 pm	May 18, 2011 Released by AD after closing
GRA	Aug. 7, 2010, 8:00am	Nov.24, 2010 Released by AD after closing	Dec.16, 2010 Released by AD after closing	Jan. 9, 2011 7:00 pm	May 17, 2011 Released by AD after closing
New RA	Aug.13, 2010, 8:00am	Nov.24, 2010 Released by AD after closing	Dec.16, 2010 Released by AD after closing	Jan.13, 2011 7:00pm	May 17, 2011 Released by AD after closing
Current RA	Aug.13, 2010, 4:00pm	Nov.24, 2010 Released by AD after closing	Dec.16, 2010 Released by AD after closing	Jan.13, 2011 7:00 pm	May 17, 2011 Released by AD after closing



***Applicants Studying Away from Campus
Spring Semester 2010**

**A limited amount of early interviews may be available in
December only for candidates studying away from campus in
January & February.**

Please contact Allison Wildridge at axwild@wm.edu to inquire.

**If unable to interview in December a telephone interview will be
arranged according to the published timeline. Candidates are
required to mail or email application materials to the address below by
5pm, January 20, 2010 to:**

Mailing Address: Allison Wildridge
Attention: Staff Selection
P.O. Box 8795
Residence Life
College of William and Mary
Williamsburg, VA 23187-8795

Or email to: axwild@wm.edu