



**Bellarmino University Residence Life Office
Residence Life Team Application**

Please print or type

General Information:

Position Applying For: Resident Assistant (RA) Academic Peer Advocate (APA)

Name: _____ Student ID # _____

Local Address (Hall and Room or Off-Campus/Louisville Area):

Cell Phone #: _____

How many semesters have you lived in Bellarmine residence halls (include current semester)? _____

Have you attended any other colleges/universities other than Bellarmine? If yes, please list.

Did you live in their residence hall system? Y N

If yes, how many semesters? _____

Academic Information:

Major: _____

Overall GPA: _____

(must have 2.5 cumulative to apply)

Expected Graduation Date: _____

Class Standing: FR SO JR SR OTH

Work/Extracurricular Information:

Please list activities, time commitments, or work you expect to have next semester.

Activity/Job

Estimated Weekly Time Commitment

List dates, supervisors and telephone numbers.

Previous Work Experiences:

Date	Position Title	Supervisor	Telephone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please list the **extracurricular and leadership activities** you have been involved in:

Dates	Organization	Position (ex: President, Member, Volunteer)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

References:

References must also complete the Reference form in the packet.

Current Residence Life Staff Member (an RA/APA or Hall Director **PREFERRED**):

(Name) (Position) (Phone Number)

Additional Reference (a current/previous employer or university administration/faculty):

(Name) (Position) (Phone Number)

I have read the job description. I am aware of the department expectations and university rules and regulations and will abide by them as detailed if I am offered and accept a staff position. I certify that all of the information disclosed on this application is true and accurate and that any misrepresentation of facts may constitute cause for non-appointment or dismissal. I understand that as a condition of this application, my GPA, conduct records, and all past or current supervisors or Residence Life staff members may be contacted. Employment agreements are issued on a yearly basis and appointing officials are not obliged to extend employment for additional time based on performance review.

Applicant Signature _____ **Date:** _____

Essay Question

In order for the Selection Committee to learn as much as possible about you as an individual, please complete and attach your response to the following question.

What do you believe are the three most frequent/major responsibilities involved in the position you are applying for? How do you think tending to these responsibilities will affect you day-to-day life (challenges and benefits)? What personal attributes (strengths and weakness) do you feel will come into play when taking care of these tasks?



Candidate Recommendation Form

Applying For (Check One)

Resident Assistant Academic Peer Advocate

Applicants name _____ Date _____

The candidate listed above has applied for a Resident Assistant (RA) or Academic Peer Advocate (APA). Please consider the following when filling out the rating form below.

A RA is a person who fosters student development through community development within our residential areas on campus. An RA assists students in their transition, integration, and progression through campus residential living. The RA is responsible for areas such as social, cultural, and educational programming, peer counseling, and facilitating an environment conducive to learning.

An APA is responsible for assisting first year students with their academic transition into college. The APA works to establish relationships with residents, foster healthy study skills through setting up in-hall tutoring and study groups and plans programs that are academically focused.

The Residence Life Office seeks students who are responsible, mature, and creative. In addition, we seek candidates who exercise good time management, demonstrate potential for peer leadership, and act as positive role models among their peers.

CANDIDATE RATING

Please use the following rating scale below to assess the candidate in the following areas.

Personal Traits	N/A	Poor	Fair	Good	Excellent
Personality (nature, disposition, character)		1	2	3	4
Maturity (judgment, open-minded)		1	2	3	4
Emotional Stability		1	2	3	4
Acceptance/Understanding of Diversity		1	2	3	4
Social Skills		1	2	3	4
Team skills (ability to cooperate, attitude, flexible)		1	2	3	4
Communication (articulates well, actively listens)		1	2	3	4
Assertiveness (self-expression, tact, diplomacy)		1	2	3	4
Administrative Ability		1	2	3	4
Time management (punctuality, ability to meet deadlines)		1	2	3	4
Task management (planning, organizing, implementing)		1	2	3	4

How long have you known the applicant and in what capacity? _____

This candidate should be (please check one):

- hired, no reservations
- hired, some reservations
- not hired

Reference Name _____ Title _____

Reference Address _____ Phone _____ Email (if applicable) _____

Reference Signature and Date _____

Individual Comments

Please discuss this candidate's potential for success in an employed leadership position. Please include any other information you feel would be helpful to the Selection Committee. You may submit this information on a separate sheet of paper.

Please Return to:
Jessica Randall
Residence Life Office
2001 Newburg Rd
Louisville, KY 40205
502-473-3000



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