

Dear Applicant:

Thank you for your interest in becoming a Residence Life & Housing Community Assistant (CA) position. Attached you will find an application. Please complete the application and return it with an attached resume and cover letter to the **Residence Life Office or the Reinhard Villages Community Center Office, by 4pm on Friday, March 4, 2022.** Please make sure that you have complete all forms legibly before you submit them—Cover letter, application, and resume.

Any applicants hired prior to receipt of the criminal record checks from the State Police and FBI will be provisional until the checks are returned to the University Housing Office. If you already have all three valid clearances less than one year old, please submit a copy with your application. The fees for the record check will be covered by the University as part of the application process. All information will remain confidential.

After the applicants completed information is reviewed you will be contacted to participate in a formal CA interview and group process at a later date. Upon completion of the interview and group processing you will receive notification of whether or not you have been selected for a position.

Thank you for your time and interest in the position.

Good Luck!

Residence Life & Housing Staff



**Residence Life & Housing Staff Application**

**Please print**

Name Gender F M \_\_\_Non Binary \_\_\_\_\_Other

Last First M.I.

Date of Birth\_\_\_\_\_\_\_\_\_ (Mo/Day/Year)

Local Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Residence Hall and Room) or (Street/Box No.) – City – State – Zip Phone

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University Email Address Cell Phone Number

Number of credits currently enrolled Number of total credits completed

Number of credits enrolled for Fall 2022 semester \_

Class for the 2022-2023 academic year: Fr So Jr Sr

Expected graduation month/year GPA previous semester

Cumulative GPA Major/Program

Will you be student teaching or doing an internship, practicum or field experience class during the next academic year? Yes No Semester: Fall Spring

Hours per week: No. of weeks: Location (if known)

Other commitments you anticipate during the next academic year:

Fraternity/Sorority; if yes, Hour per week: \_\_\_\_\_\_\_

Student Club/Organization : Hours per week:

National Guard/Reserves Hours per week:

Varsity Athletics; team Hours per week:

Intramural/club Athletics: Hours per week:

Other:

Number of semesters you have lived in a campus housing Number of semesters at Clarion University \_\_\_\_\_

Do you have any record of disciplinary action or residence hall violations? \_\_\_Y N If yes, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list all previous work experience (on or off campus)

Employer Position Dates Employed

List community and university activities and/or leadership roles:

**Please answer the following questions, typed on a separate sheet of paper. Handwritten answers will not be accepted.**

1. What do you think are the primary roles of a Community Assistant?

2. What traits, personality, strengths, or skills do you possess which will enable you to perform the duties of a CA?

3. What do you think residents need to feel, know and do that will contribute to the development of a positive community?

4. What are your thoughts on the importance of diversity and inclusion in the residence halls?

5. What do you think will be the most challenging part of the CA position?

Please provide 3 references, one of which must be from a current or former Community Assistant or Residence Life Staff member. The others should be from professors or employers who know you well enough to make specific assessments of your ability.

**Name Title Phone**

1.

2.

3.

**I understand that a grade check, criminal background and/or a university conduct check may be conducted on applicants. I certify that I have made no willful misrepresentations, omissions, or falsifications in my application and that all statements and answers are true and correct to the best of my knowledge and belief. I understand that falsification may lead to not being hired.**

Name (please print) (signature) Date