



Office of Residence Life and Housing

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Work Study Eligible: YES NO J#: _____

Position Applying for: Front Desk Clerk
 Resident Assistant (RA) ***NOTE: If you are selected for the RA position, you will be required to move into East Hall on Wednesday, August 10, 2022 by 12noon for Staff Training.**
 Van Driver (Must be 21 years of age to drive the Res Life Van)

Which Semester Are You Applying To Be Employed? Fall 2022 Spring 2023

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked at JCC? YES NO If yes, when/where? _____

Have you ever been convicted of a felony? YES NO

Have you ever been found in violation of the SUNY Jefferson Student Code of Conduct? YES NO

If "yes" to either question, please submit either a PDF or Word document with an explanation of the nature of the felony and/or violation(s). *Note: a conviction or violation does not necessarily exclude you from consideration for employment. This information will be reviewed with respect to the nature of the conviction or violation.

Academic Information

Anticipated Graduation date: _____ Cumulative GPA*: _____

Major(s): _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain:

References

Please list two professional references. Please provide contact information for two references, meeting the criteria listed below. The selection committee may contact references in order to inform hiring decisions. Note: It is good practice to ask permission of your references before you list them; doing so also allows your references the notice needed to prepare to answer questions about you in relation to the position should they be contacted. Reference Letters included in the application are strongly encouraged.

Types of references required:

- One reference from a current or prior supervisor, advisor, professor, coach, teacher, mentor, or spiritual guide, e.g., minister, rabbi, etc.
- One reference from a peer who has observed your performance firsthand and will comment openly and honestly about your capabilities. Examples: a coworker, teammate, club member, etc.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Those Applying for the Resident Assistant (RA) position, please answer the following questions

Please respond to the following two (2) questions in a separate document, saved as either a PDF or Word document. Please place your name on the top of each page, in case the pages are separated when they are reviewed. There is no length requirement for the questions; however, we have provided some guidance on length. Please also note that college-level writing is expected.

1. The Resident Assistant position limits outside commitments, unrelated to coursework. If you are hired as an RA, what outside time commitments, either on or off campus, are you currently committed to or anticipate during the Spring 2022 Semester. Create a bulleted list, such as this:

- Philosophy Club president – 2 hours/week Intramural basketball – 2 hours/week (Spring only)
- Symphony rehearsal - 2 hours/week Babysit in Watertown – 3 hours/week

2. RAs are responsible for learning about and completing several important administrative processes accurately and on time. Tell us about a time when you worked on a large project or in a work environment that involved lots of details, factors, responsibility, and/or deadlines. How did you stay organized? What did you learn? How can you apply this understanding to managing tasks and process that you will face with the RA position? (2-3 pages)

Disclaimer and Signature

I hereby grant the Selection Committee license to verify and investigate the information I have provided about my educational and conduct records at SUNY Jefferson with any College office that holds such records. I consent to the release of this information to the selection committee for the purpose of considering my application to be a member of the Office of Housing & Residence Life RA staff. I understand that the selection committee may include students, college staff, and/or faculty.

I attest all of the information that I have provided in this application is true and complete to the best of my knowledge. I understand that if I have provided false or misleading information, my application will be rendered null and void and my employment terminated. I certify that I am a continuing student at SUNY Jefferson and that I am in good academic, financial, and disciplinary standing with the College and do not currently have any judicial or academic cases pending against me. I know of no reason why I would be ineligible to hold the position for which I am applying. I attest that I have completed this application of my own free will. I have read the position description for the position I am seeking and I have the ability and the want to fulfill the duties and responsibilities described therein.

I agree to the terms above.

Signature: _____ Date: _____

All application materials (this form, resumes, essays, any necessary supplements) should be submitted via email to Ms. Jacquelyn Thurman, Director of Residence Life and Housing, at jthurman@sunyjefferson.edu. Questions may also be directed to Courtney Bauer at cbauer@sunyjefferson.edu.

SUNY Jefferson Office of Housing & Residence Life Mission Statement

The Housing & Residence Life program will exist as an integral part of the educational program and academic support services of SUNY Jefferson. The mission of the office includes:

1. Providing reasonably priced living environments that are clean, attractive, well maintained, comfortable, sustainable, and which include contemporary safety features.
2. Ensuring the orderly and effective administration of the program through effective and sound management.
3. Providing an environment that promotes learning and success. Programs and services will be provided with an emphasis on academic support, diversity, community service, personal development, and student success.

The Office of Housing & Residence Life at SUNY Jefferson supports the educational mission of the College by providing a living and learning environment that is conducive to academic achievement and personal growth. The program will engage in regular assessment of its services for continuous improvement of the residential community and the residence hall facilities.