

# Davis & Elkins College™

## RESIDENT ASSISTANT APPLICATION

Before completing this application, please review the Resident Assistant Position Description and Terms of Employment for the requirements and minimum qualifications. If you have any questions about this position, please contact the Student Life Office.

### PERSONAL INFORMATION

<u>Name</u>		<u>Student ID</u>
<u>Gender</u>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<u>Date of Birth</u>
<u>Home Address</u>		
<u>Cell Phone</u>	<u>D&amp;E Email</u>	

### COMMUNITY EXPERIENCE

*Please list the location and dates of where you have lived on campus.*

<b>Location</b>	<b>Dates of Residence</b>

### REFERENCES

*Please list the requested references below along with his/her contact information.*

<u>Your Resident Assistant</u>
<u>A faculty or staff member who knows your work style</u>
<u>Any additional references (on or off campus)</u>
<b>***MUST HAVE A WRITTEN REFERENCE FROM A PROFESSOR OR COACH. DUE AT THE TIME OF APPLICATION.</b>

**EXTRA-CURRICULAR INVOLVEMENT**

*Please list below all the on-campus activities and involvements to which you are currently committed.*

Activity	Position/Responsibilities

If Selected for a Resident Assistant, please circle/rank your top two preferred locations:

Darby Hall

Roxanna Booth Hall

Gribble Hall

Moyer Hall

Presidential Center

**PROGRAMMING SUBMISSION**

*Creating and implementing Hall Programming is a requirement of this position. Please include with this application a one-page example of a hall program you would implement as a Resident Assistant. Be prepared to present your programming idea during the interview process.*

**If you were encouraged to apply for this position by a current Resident Assistant, please provide their name below.**

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# Davis & Elkins College<sup>TM</sup>

## AUTHORIZATION FOR RELEASE OF RECORDS

By checking the box below, I hereby authorize the Davis & Elkins College Office of Student Life and its designated agents and representatives to conduct a comprehensive review of my background through employment, address, and Social Security Number verification, Resident Assistant evaluation (if applicable), and criminal history. I am also authorizing access to my Davis & Elkins College academic and disciplinary records to ensure that I meet the 2.5 GPA requirement and am in good academic and disciplinary standing.

I understand that the position for which I am applying is regarded as a position of trust and a background check is required for the purpose of evaluating me for employment.

I further authorize any person, business entity or governmental agency that may have information relevant to the above to disclose the same to Davis & Elkins College Life Office and/or its designated agents and representatives.

I hereby release the Davis & Elkins College Student Life Office, its designated agents and representatives, and any and all persons, business entities, and governmental agencies, whether public or private from any and all liability, claims and/or demands, by me, my heirs, or others making such claims or demands on my behalf, for providing an investigative report hereby authorized. I understand that this Authorization/Release form shall remain in effect for the duration of my association with Davis and Elkins College Office of Student Life.

### *Please complete all required information.*

<u>Full Last Name</u>	<u>Full First Name</u>	<u>Full Middle Name</u>
<u>Student Identification Number</u>	<u>Date of Birth (MM-D-YYYY)</u>	<u>Permanent Telephone Number</u>

By checking the box below, I hereby certify that the information contained in this Authorization/Release and the preceding Resident Assistant Application is true and correct to the best of my knowledge and belief.

E-Signature

Date