

Directions: Please type or print legibly. Attach additional sheets for any section as needed. All essay responses and résumés **MUST** be typed.

Applicant Information

Name _____ Student ID _____ (ex. 0012345687)

Local Address _____ Residence Hall/House _____ Room _____

Drawer _____

Permanent Address _____ Street _____ Phone _____

City, State, ZIP _____

E-mail _____ @earlham.edu Cell Phone _____

Are you over the age of 18? Yes No If not, please provide birthdate: _____

Have you ever been found responsible for a violation of the *Student Code of Conduct* or have been convicted of a crime on or off campus?

Yes No If yes, please explain below:

For which semesters(s) are you applying? Spring 2014 2014-2015 Academic Year Both

Academic Status

Current Class Standing: Freshman Junior

Sophomore Senior

Major(s) _____ Minor(s) _____

Cumulative GPA _____ Expected Graduation Date _____

(NOTE: There is a minimum Cumulative GPA requirement of 2.50)

Applications are due to the Office of Residence Life by 5:00pm on February 7, 2014.

Anticipated Academic Obligations

Please indicate the semester you anticipate any obligation(s) to occur.

Internship _____ Study Abroad _____

Do you anticipate any obligations/opportunities that would allow you to only serve as a Resident Assistant for one semester?

Yes No If yes, please explain below:

Housing History

Students must live on-campus for at least two semesters prior to the start of their employment as an RA with at least one of those semesters occurring at Earlham. Please indicate how many semesters you have lived in the following (include the current semester):

Earlham Housing _____ Off Campus _____ Another College/University _____

List which Earlham Building(s)/Houses(s) _____

Other (Please Describe) _____

Campus and Community Involvement

Extracurricular Involvement (clubs, government, volunteer activities, athletics, etc. Also list any leadership positions you held.) Attach a separate sheet if more space is needed. If you are new to Earlham, please include experience at other colleges or in high school. Briefly describe the scope of your activities. We are most interested in knowing the experiences (community service, student government, religious, youth groups, campus organizations, etc.) in which you coordinated or led a group of your peers.

Activity/Position	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Work Experience

Please list paid work experience (include part-time positions) starting with the most recent.

Dates	Employer	Responsibilities/Position
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Are you currently employed? Yes No

If yes, where? _____ Average Hours per Week _____

Desired Placement

Indicate the area(s) and communities you would like to work in as a resident assistant. Please note the preferences will be considered but cannot be guaranteed.

- No Preference Specific Community: _____
- First Year Area Upperclass Area Co-Op Community Wellness Floor
- Barrett Hall Bundy Hall Hoerner Hall Earlham Hall
- Mills Hall Warren Hall Wilson Hall Olvey-Andis Hall

Essay Questions

All candidates must answer all questions listed below. Please type your responses into a separate document and turn them in with your application. Be sure to clearly label which question you are answering. Strong essays will be clear, concise, and use specific language to communicate thoughts while using individual experiences and personal qualities you might have to illustrate your strengths and potential to be a successful Resident Assistant. Please edit your essays for grammatical and typographical errors before submitting your application.

Please be sure you abide by the following format:

- Your name should be clearly placed on each sheet of paper.
- Essay responses must be typed.
- Print should be 10 – 12 point in size and double-spaced.
- No minimum or maximum length required.

Questions:

1. What experiences have you had which prepare you for this position (e.g. perhaps as an employee, leader, or working with people different from yourself, etc.)?
2. The RA position is primarily a role charged with enhancing a community among a diverse group of people. Please explain how you define community and why you think you will be a successful community builder.
3. What qualities or skills do you hope to develop or improve as a RA? How do you think being an RA will contribute to your personal growth?
4. What other commitments do you anticipate having while serving as a Resident Assistant? Please include all extracurricular organizations, leadership positions, other employment, athletics, etc. How will you balance your obligation to these commitments with your role as a Resident Assistant?
5. What message(s) would you like to convey to your residents during your initial community meeting? How will you achieve this?

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Application Checklist

Please initial below to acknowledge understanding of the application and interview process.

General Checklist

	I've answered the essay questions to the best of my abilities and have attached them to be turned in with this application.
	I understand that candidates able to complete a full academic year contract will be given preference over candidates who cannot.
	I understand that candidates without substantial academic and/ extracurricular commitments will be given preference over those who have such commitments.
	I understand that much of the communication about my status in the process will occur via my Earlham student email account and/or through the campus mail system.
	I understand that I am expected to submit an updated résumé and cover letter with my application. (If you do not have a résumé or cover letter, contact the Center for Career Education located in LBC for assistance in creating one.)

Interview Process

	I understand that the interview process consists of two interviews.
	I understand that my participation in both interviews are required to be eligible for hire.
	I understand that I will be contacted via my Earlham student email and/or my listed phone number(s) and/or through the campus mail system to schedule interviews.

References

	I understand that I am required to obtain completed reference forms.
	I understand that at least one reference must be from someone at Earlham (i.e. RA, Earlham Faculty/Staff Member, Coach, etc.)
	I understand that both references must be turned in with my completed application.

Certification of Applicant

I wish to apply for a position within the Office of Residence Life at Earlham College. I certify that the information I have provided in my Resident Assistant Application is true and correct to the best of my knowledge. I understand that if any information provided in this application is found to be false, it will be the basis for dismissal from the Resident Assistant Selection Process. By signing this application, I am providing permission for the Earlham College Office of Residence Life to verify the academic information I have supplied, such as my GPA, along with any disciplinary records which may be related to me. I authorize the Office of the Registrar, Financial Aid Office, Student Employment Office, Dean of Students, or others as deemed necessary, to release information regarding my student status/records to the Office of Residence Life in order to determine my eligibility for employment as a Resident Assistant.

Printed Name of Applicant

Student ID Number

Signature of Applicant

Today's Date

All questions about this application and the Resident Assistant Search and Selection Processes can be directed to Angie Hobkirk, Assistant Director of Residence Life for Residential Education via email, hobkian@earlham.edu, or phone, (765) 983-1594.

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