

Applicant's Last Name _____

Residence Hall Desk Clerk Application 2005-2006
Office of Residence Life
University of San Francisco

Please indicate the halls in which you would like to work. If you are interested in working in more than one hall, rank your preferences with '1' being your most preferred.

Hayes-Healy_____
Gillson_____
Phelan_____
Pedro Arrupe_____

Lone Mountain_____
Loyola Village_____
Xavier_____

GENERAL INFORMATION

Name _____
Last First M.I.

USF ID Number _____ Male _____ Female _____

Current Address (Full postal address, please)

Street City State Zip Code

Summer Address (Full postal address, please)

Street City State Zip Code

E-mail _____ Current Phone _____ Summer Phone _____

ACADEMIC INFORMATION

Current Class Standing: FR___ SO___ JR___ SR___ GRAD/ LAW ___

Student Status: Full Time ___ Part Time ___ Expected Graduation Date _____

Major(s) _____ Minor(s) _____

Cumulative units by May 2005: _____ Current Cumulative GPA: _____

How many units do you anticipate carrying next semester? _____

PAST EXPERIENCE

Please list relevant employment and volunteer history below. Attach additional sheets if necessary.

Employer _____
Dates _____ Job Title _____
Duties _____
Reason for Leaving _____

PAST EXPERIENCE (continued)

Employer _____
Dates _____ Job Title _____
Duties _____
Reason for Leaving _____

Employer _____
Dates _____ Job Title _____
Duties _____
Reason for Leaving _____

Have you ever been convicted of a felony or misdemeanor? Yes ___ No ___
If 'Yes' please explain _____

Please list the name and contact information of two references. Your references should be a former supervisor, Resident Advisor, or someone who can attest to your work ethic. Your references should not be friends or family members.

Reference Name _____ Title _____
Address _____ Phone _____
Relationship with Reference _____

Reference Name _____ Title _____
Address _____ Phone _____
Relationship with Reference _____

AVAILABILITY

How many hours per week do you wish to work at a front desk? _____

Please list any major time commitments you anticipate having while working for the Office of Residence Life. Please include student teaching, volunteer work, other employment, extracurricular activities, etc. Attach additional sheets if necessary.

Activity	Hours/ Wk.	Dates

CERTIFICATION

The information I have presented in this application is true and correct. I understand that incomplete or false information may subject me to disqualification from the selection process or if discovered after hire, termination from the position. I authorize the University of San Francisco to conduct a routine inquiry during the processing of my application in order to attain information necessary to determine my employability (including contacting references, and verifying Grade Point Averages and class standing). I further understand that this information may be shared with Office of Residence Life personnel for evaluation purposes.

Signature of Applicant

Date