Collegiate Fellow Employment Application

Please type or print in black or blue ink.

Name_____
(last) (first) (middle initial)

ID#_____ E-Mail:_____@gac.edu Phone (campus)_____ DOB_____

Current On-Campus Address (building/room) _____ Cum. GPA_____

Current class standing: ☐FR ☐SO ☐JR ☐SR Major(s):_____

Involvement/Outside Employment: Residential Life must ensure that students in the residence halls have CFs with adequate time, energy, and desire to put toward both community development and the administrative responsibilities of the position. Applicants must understand that being a CF is also **paid employment** which must be prioritized ahead of other involvement/employment opportunities. CFs are required to get departmental support for all academic/co-curricular involvements and outside employment **prior** to beginning those activities. **Please list the significant time commitments you anticipate for Fall 2010, and the weekly number of hours required:**

Year-Long Contract: The CF position is generally a year-long commitment. Applicants available for employment for less than a full year may be interviewed and considered for placement, but preference will be given to those able to sign a year long contract. If you are applying for less than a full year, please indicate the semesters for which you are applying and why you will be away from campus.

J-Term Residence/Approved Interim Travel:
Do you hope to be away for IEX (J-term travel course, music, athletics)? ☐YES ☐NO

Applicants wishing to be away for Interim (to include for music and athletics) must answer the third essay question below. CFs are required to live on campus for January Term, but are not required to be enrolled for an IEX course. Enrollment in local internships, independent studies or career explorations are permitted provided CFs reside in their assigned room, and should be discussed in advance with their supervising Area Coordinator. Travel during Interim for Gustavus-sponsored music ensembles, athletics, or travel courses are permitted according to established guidelines.

Background Check: This question MUST be answered.
Have you been convicted of a felony falling under the Kari Koskinen Manager Background Check Act? (An internet search of "299C.67" will list a site with disqualifying felonies.) ☐YES ☐NO

If you answered "yes", please explain:

Intentional Service & Learning Opportunities
Are you interested in working with FIRST-YEAR STUDENTS? ☐YES ☐NO ☐Perhaps

Are you interested in working with the PLEDGE (substance-free) program? ☐YES ☐NO ☐Perhaps

Are you interested in working with the CROSSROADS (inter-cultural) program? ☐YES ☐NO ☐Perhaps

References: Please give the names of the individuals turning in completed reference forms for you. Your first reference should be a current or former Residential Life staff member. If references are submitting forms electronically, please send an email to sgrygo@gustavus.edu to indicate whether or not you wish to waive your right to access the reference's information as stated in the box on the first page of the reference form.

Reference #1 (Residential Life staff member)	Reference #2
Name: **Title**:	**Name**: **Title**:

Application Essays

Please include with your application responses to the following areas. Please keep your response to less than 2 typed pages.

- If someone asked you to describe your strengths what would you say? Share your strengths with us and provide examples of how and when you utilized your strengths**.**
- Residential Life strives to create dynamic and cohesive CF teams, and place CFs intentionally. We will consider the strengths and talents that we see you bringing to the team and your preference for working in various environments. Therefore, in what hall environments are you most interested in working? **Please explain for each possible environment why you feel that environment is a good fit for you, and what contributions you will make as a Collegiate Fellow in that specific setting.** (Examples of environments are First-Year, Upper-Class, Uhler co-ed by room, International, PLEDGE, large staffs, small staffs.) Please also include any other considerations you believe critical to placement (i.e. medical or physical considerations).

If you are planning to participate in an Interim Experience or activity that requires travel during Interim, 2011 (J-term), please include with your application a response to the following questions. Please keep your response to less than 2 typed page:

A limited number of Interim travel absences are allowed for any one hall or area. Applicants who are determined to be hirable must understand that a desire to be away during Interim may affect placement. Priority will given to those who are returning CFs (by number of semesters as a CF), class standing (by Adjusted Year in Residence), and those not having taken the opportunity to travel under this policy before. In addition, we will consider the applicability of the desired travel to major/career as articulated by the student in the essay below.

- Please describe the course or activity in which you would like to participate. How would this travel experience enrich your curricular or co-curricular experience at Gustavus? How does that experience fit into your major/career plans? How does your participation in this experience fit into your desired hall placement as described in the second essay above?

Before submitting your application, please read the paragraphs below and sign on the designated line.

In the course of reviewing your Collegiate Fellow application, we will be verifying your academic and disciplinary records. We request your permission to have access to this information.

"I understand that I must have at least a 2.50 cumulative GPA as well as be free of Academic Probation or Disciplinary Probation to be offered and retain a Collegiate Fellow position.

"I give my permission for access to my academic and/or disciplinary records. This access to records will start with the application process and continue through the length of my employment should I be hired for a Collegiate Fellow position.

"I hereby certify that all entries on this application are true and complete to the best of my knowledge, and I agree and understand that any falsification of information herein, regardless of discovery, may cause forfeiture on my part to any employment. I understand that all information on this application is subject to verification."

"I hereby give Residential Life permission to solicit input about my candidacy from current Collegiate Fellows, Head Residents, and Residential Life Central Staff. I understand that I will have an opportunity to answer any concerns that would negatively affect my candidacy through a meeting with the Director of Residential Life. The deadline for these submissions is March 8, 2009."

Collegiate Fellow Applicant Signature _____ Date _____

It is the policy and practice of Gustavus Adolphus College and Residential Life to provide equal educational and employment opportunities for all.

REMEMBER: In addition to this Application Form, Essay Answers, References and Background Check Consent From, you must submit a cover letter and resume to complete your application materials.

DUE to Residential Life March 1, 2010