

CF Application Packet

for the 2013-2014 Academic Year

As a residential campus, Gustavus places significant emphasis on the experience of students in our residence halls. Collegiate Fellows are developers of community, assisting diverse individuals to come together to create a respectful and fun residential environment that enhances learning both in and out of the classroom.

In helping students discover identity, healthy relationships, group identity, leadership and service, and actively engaged citizenship, Collegiate Fellows develop skills in communication, leadership, community building, time management, conflict resolution, event planning—all with fun, enthusiastic, and supportive co-workers who often become lifelong friends! CFs receive specialized training throughout their time in Residential Life, and the situations that allow CFs to apply this training are EXACTLY the sorts of experiences that build character while they build resumes.

Residential Life is seeking students who have positive attitudes and aspire to make a difference on campus individually and through the efforts of a diverse team. The CF position is both employment AND a leadership opportunity, and can be time intensive in its tasks and projects. Successful CFs work intentionally to maintain an academic focus while balancing the multiple responsibilities and priorities of the position.

Application Materials Due Friday, February 22, 2013 by 4:30pm to the Residential Life Office.

A completed application will include: cover letter, resume, complete and signed application form, essays, and 2 completed references.

Minimum Qualifications for Hire:

* Sophomore, Junior, or Senior status as of Fall 2013
* 2.50 minimum cumulative GPA and free of academic probation
* Free of disciplinary probation

**WELCOME!**

Thank you for taking the time to discover more information about the process to become a Collegiate Fellow for the 2013-2014 academic year. Because you will be away from campus this spring we have designed a process specifically for you during the fall. This packet contains all of the information that you need to start developing your Candidate File.

Collegiate Fellows are leaders who are critically tied to our core values—Excellence, Community, Justice, Service, and Faith. It is a rewarding leadership opportunity that demands a lot, and our most successful CFs are those who find a good match with who we are and what we strive to do in Residential Life. We have worked hard to design a CF selection process that allows us to find you AND you to find us.

Good luck throughout the process. We look forward to seeing your application!

Minimum qualifications for hire:

* Sophomore, Junior, or Senior status as of Fall 2012
* 2.50 minimum cumulative GPA free of academic probation
* Free of disciplinary probation

Information included in this packet:

* CF Selection Timeline
* Collegiate Fellow Position Description
* Collegiate Fellow Ethical Guidelines
* A statement about Facebook Profiles
* CF Application form
* 2 Reference forms
* Background Check Consent From

Items worth noting

* Please remember that a **cover letter** and **resume** are required for your Candidate File to be complete. You can find assistance on cover letters and resumes by contacting Career Development in the Center for Servant Leadership (x7272).
* Candidates who currently do not meet the 2.50 cumulative GPA minimum are welcome to apply and interview for the position. Those candidates, if selected, will NOT be considered for placement until such time as they meet the requirement.
* Interim (J-term) RequirementCFs are not required to be enrolled in an Interim (IEX) Course, but will retain the opportunity to register early. In addition, a small number of CFs will be allowed to register for travel courses in addition to the traveling music ensembles and athletic activities that have been allowed in the past. Please refer to the Position Description and Application Form for more information
* Each student’s Financial Aid package is unique. If you have questions about how employment as a CF will affect you, please contact the Financial Aid Office (x7527).

2013-2014 CF Selection Timeline

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| --- | --- |
| January 7, 2013 | Applications Available:Either online ([www.gustavus.edu/reslife](http://www.gustavus.edu/reslife)) or in the Res Life office. |
| January 16, 2013 – February 15, 2013 | CF Information Sessions:Have questions about being a CF? Feel free to come to an info session and have all your questions answered!* January 16 @ 8:00pm in Pittman Basement
* January 17 @ 8:00pm in Norelius Pit
* January 18 @ 2:30pm in Linner Lounge
* January 23 @ 8:00pm in Complex (Sorensen Basement)
* February 12 @ 8:00pm in Linner Lounge
* February 15 @ 2:30pm in Linner Lounge
 |
| February 22, 2013 | Applications Due by 4:30 pm in the Res Life OfficeApplicants will select an interview slot of 2 hours when they submit their application materials. **Your two completed** r**eference forms must be received by 4:30pm Feb. 26, 2013.*** Cover letter outlining interest in applying for the CF position
* Resume
* Application (don’t forget to sign it)
* Essays
* Background Check Consent Form
 |
| February 26, 2013 | Completed Reference Forms due by 4:30pm in the Res Life Office |
| March 13-16, 2013 | Interviews You will sign up for a time when you turn in your CF Application.Interviews will last a total of two hours:* 5 minute Welcome
* 60 minute Group Interview
* 2 x 25 minute Individual Interviews
* 5 minute Wrap Up & Evaluation
 |
| March 21, 2013 | Candidate NotificationCandidates will receive a letter in their P.O. Box indicating their status. |



Collegiate Fellow Position Description

**REPORTS TO**

One of the following Residential Life Central Staff Members

* Area Coordinator
* Director and/or Assistant Director of Residential Life

**COORDINATES WITH**

Dean of Students & Associate/ Assistant Deans of Students

Director of Residential Life, Assistant Director of Residential Life & Area Coordinators in the Residential Life Office

Campus Safety

Physical Plant

Advising/Counseling Center

Coordinator for Peer Education and Chemical Health

Residential Life Administrative Assistant

1. To assist in providing a safe and supportive environment within the residence halls that is conducive to academic achievement and overall personal growth;
2. To assist in performing administrative tasks related to the general operation of the residence halls (e.g., record-keeping, key distribution, building maintenance and safety, damage assessment, hall opening and closing procedures, communication with residents, etc.);
3. To support the orientation to college life and personal development of students, by a) scheduling and implementing educational, social, cultural, recreational, and community building activities in the halls that complement comprehensive learning and development; and b) offering resource and referral information to students regarding academic and personal issues, relevant programs and services, and campus organizations and events;
4. To represent, interpret, and enforce College objectives, policies, rules, regulations, and goals to students, and to convey student attitudes, opinions, and actions to appropriate College officials;
5. To serve as a role model for students living in the residence halls.

Collegiate Fellow Performance Responsibilities

**Overall Responsibilities**

* Support the goals, objectives, and philosophy of the Residential Life program and the educational mission of the college
* Assist in maintaining the College’s image when dealing with students, parents, staff, and visitors to the halls
* Be an active member of the Collegiate Fellow team both at the campus and hall level

**Administrative Duties**

* Communicate official notices and other information to residents through postings or newsletters, meetings, etc.
* Maintain hall records as directed.
* Complete administrative duties and other work in accordance with established deadlines, timelines and procedures
* Assist with distribution of keys as students occupy rooms and to be available as requested in the event of lock-outs
* Conduct regular health and safety checks as directed by the Area Coordinator, and report concerns to the Area Coordinator, as described in the Residential Life Manual.
* Assist in all openings & closings of residence halls as designated by the Area Coordinator
* Remain or return to campus in time for the closing and opening of the halls at break periods (Fall Opening, Thanksgiving, Christmas, Spring Break, and Spring Closing) to assist as directed by the Area Coordinator
* Assist in CF Selection, including recruitment, interviews, and other activities.
* To undertake all other reasonable duties in the hall that are requested by the Area Coordinator, Assistant Director, Director, Vice President of Student Life and the Dean of Students office.

**Ethics & Role Modeling**

* Act as positive role models on and off campus, and set an example both in knowing and in abiding by College policies and local ordinances.

**Community Development & Programming**

* Intentionally create community-building and learning opportunities through floor/section programming, personal interaction with all floor/section members, and all hall social and educational activities
* Assist with initiating peacekeeping, mediation, and conciliation to deal with interpersonal conflict within the residence halls as directed by and in consultation with the Area Coordinator.
* Serve as a resource and advisor for those seeking to develop activities and events for the halls
* Work with the hall staff to schedule, promote and attend a meaningful program of cultural/educational/social activities and events

**Individual Support & Referrals**

* Have sufficient knowledge of College resources to provide effective referral to various counseling services
* Advise, counsel, and listen to residents and to monitor staff concerns about individuals or situations

**Availability & Time Commitment**

* Maintain visibility and accessibility to residents in assigned residence hall.
* Participate fully in staff training activities. Training is a year-long process consisting of August Training and Staff Development sessions throughout the year. Absences are approved by the Area Coordinator, and CFs must complete make-up work.
* Participate fully in regularly scheduled staff meetings and individual supervision meetings with Area Coordinators. Participate fully in any necessary meetings as determined by the Central Staff.
* Remain on campus for the duration of Interim. Requests to travel over Interim for travel courses, approved music ensembles, or approved athletics teams must be made during the spring application process. Central staff will approve requests on a space-available basis, and may make hall placement decisions to accommodate travel requests. Other short-term requests are approved by the Area Coordinator in consultation with the Central Staff.

**Conditions for Employment**

* A student may not be awarded or maintain a Collegiate Fellow position while on academic probation, and must be full-time with at least a 2.50 cumulative GPA. Not meeting this expectation is grounds for release from service.
* A student may not be awarded a Collegiate Fellow position while on disciplinary probation. Any violation of campus policy may result in the loss of a Collegiate Fellow position, even if the student is not sanctioned with probation.
* CFs must live on campus for January Term - 2014, unless given prior permission.
* Involvement in other employment or activities (as proscribed below) is contingent upon satisfactory performance by the Collegiate Fellow.
* Collegiate Fellows may not be employed off campus without prior written approval from the Area Coordinator, and are limited to a maximum of 10-12 hours per week.
* Significant on-campus employment and extracurricular involvement (e.g., varsity athletics, touring ensembles, student organization leadership) should be approved in writing and in advance.

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# Collegiate Fellow Employment Application

## Please type or print in black or blue ink.

Last Name:                 First Name:           Middle Initial:

ID#            Email:                @gustavus.edu Cum. GPA:

Current On-Campus Address:            Cell Phone Number:

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. The CF position requires a similar type of dedication and commitment as academic work, athletics, performance arts, or leadership in an active student organization. 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 the 2013-204 academic year and the weekly number of hours required:

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**Yearlong Commitment:** The CF position is a yearlong 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 commit to a full year. 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.

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**Interim Residence/Approved Interim Travel:** CFs are required to live on campus for January Term, but are not required to be enrolled for an IEX course. CFs have the opportunity to register early for IEX courses. Enrollment in 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.

**Applicants wishing to be away for Interim must answer essay question number 3 in addition to the other essays.**

Are you intending to be off campus for January Term 2014? [ ] YES [ ] NO

**Intentional Service & Learning Opportunities**

Are you interested in working with FIRST-YEAR STUDENTS? [ ] YES [ ] NO [ ] Perhaps

Are you interested in working with the CHOICE (substance-free) program? [ ] YES [ ] NO [ ] Perhaps

Are you interested in working with the CROSSROADS Program? [ ] YES [ ] NO [ ] Perhaps

**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” to the above questions, please explain:

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**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 khaiman@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.

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

**Application Essays**

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

* “The mission of Residential Life at Gustavus Adolphus College is to complement the academic mission of the institution by providing a living environment conducive to learning and development. The staff is committed to fostering a community in which students respect and affirm the dignity of all persons and develop the responsibility and values that will allow them to assume roles of leadership and service in society.” How, as a CF, would you live out the mission of Residential Life?
* 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 note for each possibility both 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, CHOICE, large staffs, small staffs.) Please also include any other considerations you believe critical to placement (i.e. medical or physical considerations). **This information will not be used in determining the selection of staff; however, it may be used when placing staff in buildings.**

**If you are planning to participate in an Interim Experience or activity that requires travel during Interim, 2014 please include with your application a response to the following questions. Please keep your response to less than 2 typed pages:**

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. However, less significant conduct sanctions (below probation) could still result in me not being eligible for or retaining a CF 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 Area Coordinators and Dean of Students office staff. I understand that I will have an opportunity to answer any concerns that would adversely affect my candidacy through a meeting with the Director of Residential Life. The deadline for these submissions is March 8, 2013.”

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 and References, you must submit a cover letter and resume to complete your application materials.**

Collegiate Fellow Reference Form #1

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| **Applicant’s Name (Last, First, MI):** |

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| **EVALUATOR**: By law, evaluations such as this one can be kept confidential only if the applicant has signed a waiver to that effect. Before you complete the evaluation, please note whether or not the waiver (below) has been signed.**APPLICANT**: By law, we must allow you, upon referral, access to completed evaluations unless you sign a waiver indicating otherwise. This waiver is provided below should you choose this option.[ ]  I waive my right to access this evaluation form once it has been completed.[ ]  I reserve my right to access this evaluation form once it has been completed.Applicant’s Signature:  |
|  |
| **How well do you know the applicant?** [ ]  Slightly [ ] Fairly Well [ ] Very Well**Under what circumstances and for how long have you known the applicant?**       |

The above person has applied for a Collegiate Fellow (CF) position in the Residential Life program at Gustavus Adolphus College. The position is a sophomore, junior, or senior student who lives in each of our residence halls. CFs provide individual support for students and help to create a positive community experience through their relationships with residents and the planning of educational and social programs. They are resources for students, and assist students with academic, personal, social, and lifestyle concerns. CFs also help the Residential Life Office with the administrative tasks of managing a residence hall system housing 2100 students. The position is demanding of personal time and requires significant initiative and effort.

We have listed below many of the skill sets or characteristics most needed in a strong candidate. We would appreciate your frank response to the items below based on your experience with and knowledge of the applicant.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NA = Not Able To Rate; 1 = Low or No Skill; 2 = Some Skill; 3 = Skilled; 4 = Highly Skilled | NA | 1 | 2 | 3 | 4 |
| LEADERSHIP**:** Inspires others; able to coordinate and lead activities; able to facilitate group interaction | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| ORGANIZATION: Prioritizes tasks and manages time wisely | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| ATTITUDE: Maintains a positive outlook and realistic perspective; has enthusiasm and physical energy | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| INITIATIVE: Approaches new situations; self-motivated; sets and accomplishes goals | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| RESPONSIBILITY: dependable, prompt, accurate with administrative responsibilities; makes mature decisions | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| COMMUNICATION: Grasps ideas; able to read, speak, write, and listen effectively | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| MATURITY: Has common sense; shows good judgment; self-aware; able to deal with diverse populations | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| SOCIAL SENSITIVITY: Is sensitive to and understanding of others’ feelings and responds appropriately | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| INTEGRITY: Is honest; adheres to community standards; is a role model; maintains confidentiality | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| --- | --- | --- | --- | --- | --- |
| NA = Not Able To Rate; 1 = Low or No Skill; 2 = Some Skill; 3 = Skilled; 4 = Highly Skilled | NA | 1 | 2 | 3 | 4 |
| OVERALL EVALUATION: Please summarize your knowledge of the applicant using the same scale above | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Please provide support for your OVERALL EVALUATION of this applicant.Specific observations of the skill areas on Page 1 will be helpful.            |

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| What do you consider the applicant’s most outstanding characteristic?      |
| What weaknesses might challenge the applicant’s performance as a Collegiate Fellow?      |
| Signature: Date: Name: Title:  |
| Please submit by Tuesday, February 26, 2013Please return to the Residential Life Office; Gustavus Adolphus College; 800 W. College Ave.; St. Peter, MN 56082 |

Collegiate Fellow Reference Form #2

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| **Applicant’s Name (Last, First, MI):** |

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| **EVALUATOR**: By law, evaluations such as this one can be kept confidential only if the applicant has signed a waiver to that effect. Before you complete the evaluation, please note whether or not the waiver (below) has been signed.**APPLICANT**: By law, we must allow you, upon referral, access to completed evaluations unless you sign a waiver indicating otherwise. This waiver is provided below should you choose this option.[ ]  I waive my right to access this evaluation form once it has been completed.[ ]  I reserve my right to access this evaluation form once it has been completed.Applicant’s Signature:  |
|  |
| **How well do you know the applicant?** [ ]  Slightly [ ] Fairly Well [ ] Very Well**Under what circumstances and for how long have you known the applicant?**       |

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| LEADERSHIP**:** Inspires others; able to coordinate and lead activities; able to facilitate group interaction | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| ORGANIZATION: Prioritizes tasks and manages time wisely | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| ATTITUDE: Maintains a positive outlook and realistic perspective; has enthusiasm and physical energy | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| INITIATIVE: Approaches new situations; self-motivated; sets and accomplishes goals | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| RESPONSIBILITY: dependable, prompt, accurate with administrative responsibilities; makes mature decisions | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| COMMUNICATION: Grasps ideas; able to read, speak, write, and listen effectively | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| MATURITY: Has common sense; shows good judgment; self-aware; able to deal with diverse populations | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| SOCIAL SENSITIVITY: Is sensitive to and understanding of others’ feelings and responds appropriately | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| INTEGRITY: Is honest; adheres to community standards; is a role model; maintains confidentiality | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| NA = Not Able To Rate; 1 = Low or No Skill; 2 = Some Skill; 3 = Skilled; 4 = Highly Skilled | NA | 1 | 2 | 3 | 4 |
| OVERALL EVALUATION: Please summarize your knowledge of the applicant using the same scale above | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Please provide support for your OVERALL EVALUATION of this applicant.Specific observations of the skill areas on Page 1 will be helpful.            |

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| --- |
| What do you consider the applicant’s most outstanding characteristic?                |
| What weaknesses might challenge the applicant’s performance as a Collegiate Fellow?                |
| Signature: Date: Name: Title:  |
| Please submit by Tuesday, February 26, 2013Please return to the Residential Life Office; Gustavus Adolphus College; 800 W. College Ave.; St. Peter, MN 56082 |

BACKGROUND CHECK CONSENT FORM

Please **TYPE OR PRINT** the following Employee/Applicant information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Last Name:       | First Name: |       | Middle Name:  |       |
|  |
| Maiden/Former/Alias: |       |  Sex: | [ ]  Male [ ]  Female |
|  |
| Date of Birth: |       | Social Security Number: |       |

Driver’s License Number:       State:

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|  |  |
| --- | --- |
| **Check One:** |  |
| [ ]  | **I have been a resident of Minnesota for the past ten years.** |
|  |  |
| [ ]  | **I have not been a resident of Minnesota for the past ten years.****(A Federal check may be required including a fingerprint card.)** |

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A search of the Minnesota State Criminal Repository and/or the Federal Bureau of Investigation’s Criminal Justice information Criminal Files will be performed on you pursuant to Minnesota Statutes 299C.67 to 299C.71. By this statute, colleges and universities are now required to perform such checks on individuals hired or applying to be hired who have or would have the means, within the scope of their duties, to enter tenants’ dwelling units. By signing this form, you are allowing Gustavus Adolphus College, by state or local law enforcement authorities, to access any criminal data maintained in these files that applies under this statute.

**I understand that I have the following rights:**

1. **The right to be informed that the College will request a background check on me to determine whether I have been convicted of a crime specific to section 299C.67, subdivision 2.**
2. **The right to be informed by the college of the appropriate response(s) to the background check and to obtain from the College, a copy of the background check report.**
3. **The right to obtain from the appropriate agency any record that forms the basis for this report.**
4. **The right to challenge the accuracy and completeness of information contained in the report or record under section 13.04, subdivision 4.**
5. **The right to be informed by the College if my application to be employed by Gustavus Adolphus College or to continue as an employee has been denied because of the result of the background check.**

I authorize the Minnesota Bureau of Criminal Apprehension or any other law enforcement agency to disclose all criminal history record information to Gustavus Adolphus College for the purpose of employment with this institution as **a Collegiate Fellow** pursuant to Minnesota State Statutes 299C.67 to 299C.71.

The expiration of this authorization shall be one year from the date of my signature.

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| **Signature** | **Date** |

**Attention: Kyle Haiman, Assistant Director Department: Residential Life**

# Gustavus Adolphus College

800 West College Avenue

St. Peter, MN 56082