



Missouri Western State University
4525 Downs Drive, St. Joseph MO 64507
www.missouriwestern.edu

The Western Advantage

Resident Assistant Application
Department of Residential Living and Housing
Missouri Western State University

Please complete the application in full and type or print clearly. If you have any questions about this application or would like more information please contact your Residence Hall Director.

Position Information

Date of Application: _____ / _____ / _____

Number of semesters you have lived in a residence hall (including current semester): _____

How did you find out about the position?: _____

Currently employed on campus? (Yes / No) If "Yes" where: _____ Hours per week? _____

Currently employed off campus? (Yes / No) If "Yes" where: _____ Hours per week? _____

* As an RA employment outside of your position is limited to 12 hours

Personal Information

Name: _____
Last First MI

G# _____ Date of Birth: _____ / _____ / _____

Gender: (circle one) Female / Male / Other Email: _____

Phone # where you can be reached: _____

Residence Hall/Local Address: _____

_____ City State Zip

Permanent Address: _____

_____ City State Zip

Academic Information:

Cumulative GPA: _____ Total Credits Completed? _____

Major: _____ Minor _____

Credits enrolled in this semester? _____ Credits enrolled in for Spring 2012 (if known)? _____

Essay Questions:

On a separate sheet of paper please type your detailed answers to the following questions so that we can gain a better understanding of who you are. These responses are to be turned in with your application. Thank you for putting this extra effort into the RA selection process.

1. Please indicate why you want to become a RA.
 2. Describe in your own words the role and responsibilities of a RA.
 3. Describe a program that you would plan and implement for your residents if you were a RA.
 4. Why do you think that we have policies and procedures for the Residence Halls?
 5. How will the RA role assist you as in your future career goals?
-

Reference Information

Two additional forms are included in this packet for you to request that individuals (another faculty member, professional staff member, or employer) fill out and submit to the Department of Residential Living and Housing. A minimum of two completed evaluation forms must be submitted by the deadline for your application packet to be fully completed. Both of these references should be from a faculty member, professional staff member, or employer (non student).

Please provide the names and telephone numbers of the individuals providing your references.

Name Phone Number

Name Phone Number

My signature below authorizes that all persons, schools, departments, companies, corporations, credit bureaus, former employers and law enforcement agencies to release to the Department of Residential Living and Housing any confidential files or information concerning my background, and releases such agencies from all liability and responsibility arising from their doing so.

Print Name

Signature

Date

**Applications are due to any Front Desk
by 5pm on November 14, 2011.**



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Name of Applicant _____

WAIVER OF ACCESS TO RECOMMENDATION

I hereby waive my right under the Family Educational Rights and Privacy Act of 1974, as amended, to inspect or review any letters or statements of recommendation submitted by any Missouri Western State University staff members or outside sources.

I certify that this waiver is given voluntarily by me.

Signature

Date

I do not wish to sign the waiver.

Signature

Date

Name of Evaluator _____

Title _____ Telephone _____

Relation to Applicant _____

PLEASE RETURN TO OFFICE OF RESIDENTIAL LIFE BY 5:00 P.M. November 14, 2011

Please check the description which most adequately describes the individual. Any comments which you can provide under each category will be appreciated.

1. Please indicate how well you know the candidate.

- Very well
- Fairly well
- General acquaintance
- Do not know well enough to rate

2. Ability to direct and lead others.

- Inspires a high degree of cooperation from group members
- Deals well with others and can obtain a general level of cooperation from group members
- Leads in minor situations but often lets others take the lead on larger tasks
- Leadership sometimes results in friction
- Never takes the lead
- No chance to observe

Comments:

3. Social Sensitivity.

- Exceptionally sensitive and responsive to feelings of others
- Sensitive to other individuals and responsive to them
- Show social sensitivity but does not always respond effectively to feelings and reactions of others
- Occasionally does not pick up social cues related to the feelings of others but responds well if they are identified
- Unaware of other people's feelings
- No chance to observe

Comments:

4. Ability to handle emotional situations.

- Exceptionally well-balanced
- Very good balance of responsiveness
- Well-balanced with a socially acceptable level of self-control
- At times they tend to be overly emotional
- Completely unpredictable under emotional stress
- No chance to observe

Comments:

5. Reactions to suggestions or constructive feedback by others.

- Asks for constructive feedback or suggestions and follows them willingly
- Follows construct feedback or suggestions willingly but does not seek them out
- Accepts suggestions but may act without considering them
- Seems indifferent when receiving feedback and is not open to changes
- Easily irritate by criticisms or suggestions for improvement and takes them personally
- No chance to observe

Comments:

6. Ability to work with others.

- Exceptionally successful in working with others
- Cooperates willingly and actively
- Cooperates fairly well
- Works better alone than with others
- Touchy, combative, or antagonizes people when working with others
- No chance to observe

Comments:

7. Versatility in activities.

- Outstanding achievement in many different activities and always willing to try new things
- Works and adjusts well in a variety of fields with little guidance
- Works hard in areas of personal interest but struggles to take the lead without motivation
- Narrow range of interests and needs constant supervision
- Very narrow range of interest or willingness to try new things
- No chance to observe

Comments:

8. Dependability in carrying out instructions; conscientiousness in completing tasks.

- Never fails to complete a task; needs no follow-up, very reliable, self-starter
- Very dependable; does what is expected
- Generally reliable; does what is expected but nothing more
- Generally reliable but sometimes fails
- Needs constant reminders and follow-up, even on routine tasks
- Seldom completes assigned task. Unreliable
- No chance to observe

Comments:

9. Exhibition of personal responsibility as a student.

- Outstanding
- Good
- Average
- Usually indifferent to responsibilities
- Unwilling to assume responsibility
- No chance to observe

Comments:

10. Ability to express self.

- () Very self-aware, appropriate level of openness and aware of their strengths and weaknesses and how these impact their work with others
- () Good level of self-awareness and self-expression. Clearly able to express thoughts
- () Self-aware but unable to express ideas, thoughts, or feelings very well
- () Continually vague and unclear when trying to express thoughts and ideas
- () No chance to observe

Comments:

11. Please add any information which you think should be considered. (Strengths and weaknesses which were not mentioned above.)

12. Please indicate your overall rating of this candidate.

- () Highly recommend for RA position
- () Recommend for RA position
- () Recommend with reservations for RA position
- () Do not recommend for RA position

Signature _____

Title _____

Date _____

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