



WEST CAMPUS COMMUNITY ASSISTANT (CA) APPLICATION

West Campus ~ Bragaw Hall, Lee Hall & Sullivan Hall

For Office Use Only:	
Date received: _____	2-Reference forms: Yes / No
Semester GPA: _____	Resume: Yes / No
Cumulative GPA: _____	Disciplinary Action: Yes / No

Which Hall is this application for? Bragaw Hall Lee Hall Sullivan Hall

_____/_____/_____
Date of Application Student ID # Unity ID _____/_____/_____
Date available to start work

Applicant Name: Last First Middle

Campus Address: Building, Suite/Room ()
Cell phone #

E-mail address (that you check daily)

Availability

Availability is a part of the hiring decision. Thus, the more availability, the better. Please list your availability for work each day. List each shift separately as shown in the examples below. Make sure you are list only hours for that day in the box (A day begins at 12am and ends at 11:59pm)

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
<i>Example:</i> 8a – 12p 6p- 12a	<i>Example:</i> 12a-12a	<i>Example:</i> 5a- 12p 8p- 12a	<i>Example:</i> NA	<i>Example:</i> 5a- 12p 8p- 12a	<i>Example:</i> NA	<i>Example:</i> 5a- 12p 8p- 12a

Do you prefer a shorter shift length (2-3 hours) or longer shift length (4-5 hours)?

- Shorter shift length (2-3 hours) Longer shift length (4-5 hours)?

How many hours do you wish to work a week? (Minimum 6 hours, maximum 20 hours) _____

Please consider this CA Application for the semester: **Fall 20** _____ **Spring 20** _____

Would you be interesting in working at the other West Campus service desks? Yes No
If yes, which desk(s)? *Bragaw Hall* *Lee Hall* *Sullivan Hall*

Major

Minor

Cumulative GPA # Credits at NCSU Circle Current Classification: FR SO JR SR GR

Anticipated Course Hours FALL 20 ____ = ____ Hrs. SPRING 20 ____ = ____ Hrs.

Anticipated Graduation Date: _____

Have you ever been a CA? Yes No

If yes, when & where? _____

Supervisor's name: _____ Title: _____

Are you now employed or have you ever been employed by the State of North Carolina or North Carolina State University? Yes No

If yes, when & where? _____

Education/Skills

	Name and Location	Date Attended		Major Field of Study	Diploma, Degree, Certificate Earned or number of years completed
College					
High School					
Other					

Work History

May we contact your present employer, if currently employed, regarding your work experience and qualifications? Yes No

Most Recent Position		Employer Name	
Address		Supervisor's Name	
Job Title		Telephone #	
Date Employed (Mo./Yr.) ____/____		Duties	
Date Separated (Mo./Yr.) ____/____			
Salary	Was this a full-time position? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason for Leaving			

Previous Position		Employer Name	
Address		Supervisor's Name	
Job Title		Telephone #	
Date Employed (Mo./Yr.) ____/____		Duties	
Date Separated (Mo./Yr.) ____/____			
Salary	Was this a full-time position? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason for Leaving			

Previous Position		Employer Name	
Address		Supervisor's Name	
Job Title		Telephone #	
Date Employed (Mo./Yr.) ____/____		Duties	
Date Separated (Mo./Yr.) ____/____			
Salary	Was this a full-time position? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason for Leaving			

Have you ever been discharged or asked to resign from any position? Yes No If yes, explain

Short Answer

1. *List all extracurricular involvement (i.e., clubs, sports, organizations, and hobbies).*

State the approximate total time spent on these activities per week: _____

2. *What skills & experiences do you have that makes you a qualified candidate for the CA position?*

3. *Briefly describe the purpose and value of having Community Assistants in the residence halls.*

4. *Why do you want to be a Community Assistant? What do you hope to gain?*

Professional References

Please list your two professional references. (I.E. former supervisor, coach, professor, leader, etc.) The reference form is a separate document, but is a required part of this application.

NOTE At the top of the reference form, in the grey box, there is a place for you, the applicant, to sign (optional). Your signature lets your reference know that you relinquish your right to view the recommendation. Your signature will encourage your reference to be honest and candid and holds a greater validity as a reference. No signature in that box means you have the right to view the recommendation.

Reference Name: _____ Title: _____

Email Address: _____ Telephone: (____) _____

Reference Name: _____ Title: _____

Email Address: _____ Telephone: (____) _____

I attest that the information I have provided on my application materials (application, etc.) is to the best of my knowledge and ability, up-to-date and accurate. I authorize institutions, employers, associations, registration and licensing boards and others to furnish whatever details are available concerning my qualifications. I authorize investigation by N.C. State University of all statements made by me and will not hold any parties disclosing information for this reason liable. I understand that false information or a failure to disclose relevant information may be grounds for termination, disciplinary and/or criminal action.

I wish to apply for a Community Assistant position at North Carolina State University. I certify that all application statements are true to the best of my knowledge. I authorize University Housing to review my current GPA and Student Conduct files. I further authorize University Housing to solicit any pertinent information from my listed references.

By signing below, I certify that I have read and agree with the above statements.

Applicant Signature _____ Date _____

Print Name _____

University Housing at NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender identity, genetic information, national origin, race, religion, sex (including pregnancy) sexual orientation and veteran status. Individuals with disabilities desiring accommodations in the application process should notify the staff facilitating the hiring process, contact information listed in the attached application directions.

Please return this application, resume and two professional references directly to the Service Desk you are applying to.

Application Checklist

- 1. Complete CA Application
- 2. Resume
- 3. Two Professional References (*Either electronic or paper reference forms*)
- 4. Keep a copy of your complete application and the direction sheets for your records.