



Are you ready to  
*Choose to Lead?*

Apply to be a  
**RESIDENCE ASSISTANT**

Applications are available at the  
front desk of Clare Hall or online

**Applications due Jan. 22, 2021**

For more information, contact:  
Carolyn Temple - [ctempl@uwo.ca](mailto:ctempl@uwo.ca)

# Residence Assistant Application Package

Your application needs to include:

- A Resume
- An Unofficial Transcript (You can obtain one at the Hive or print one from your Student Centre)
- Completed General Applicant Information sheet
- Two References
- Two Applicant Assessment Forms
- Response Questions
- Your class schedule/availability for the week(s) of February 1<sup>st</sup> – February 12<sup>th</sup>

Please sign the following statement once the application package has been completed and printed.

I, \_\_\_\_\_, have read and understood this application package. If I require accommodation or accessibility support for the interview process, I will contact Carolyn Temple at [ctempl@uwo.ca](mailto:ctempl@uwo.ca).

The complete application package needs to be submitted to Clare Hall Front Desk no later than January 22<sup>nd</sup> at noon.

Interviews will take place between February 1<sup>st</sup> and February 12<sup>th</sup>.

Thank you to all those who apply, only those considered for an interview will be contacted.

## General Applicant Information

*Please fill out the following page thoroughly.*

First Name:

Last Name:

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Student Number:

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Program of Study:

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Academic Average:

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Year of Graduation:

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Student Email (*uwo.ca* preferred):

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Current Address:

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Permanent Address:

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Cell Phone Number:

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## Two References

Your references can be an employer (past or present), university faculty or staff, teacher, coach, volunteer supervisor or religious leader. Please have your two references complete the "Applicant Assessment Form" on the following page. Your references must place the assessment form in a sealed envelope and sign the back or e-mail form directly to [ctempl@uwo.ca](mailto:ctempl@uwo.ca). Please submit the envelope with your completed application package no later than January 22<sup>nd</sup>, 2021 by noon.

### Reference #1:

First Name:

Last Name:

Relationship:

Length you have known them:

Phone number:

E-mail:

### Reference #2:

First Name:

Last Name:

Relationship:

Length you have known them:

Phone number:

E-mail:

## Applicant Assessment Form

To be completed by your references (please return in a sealed envelope with references signature over the seal) or have your reference send completed form directly to [ctempl@uwo.ca](mailto:ctempl@uwo.ca).

Name of Applicant:

Name of Reference:

Telephone/E-mail:

How well do you know the applicant?      Very Well       Well       Not Well

Please rate the applicant on the following areas of competency:

	Exceeds	Excellent	Average	Below Average	Poor
Ability to express themselves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assertiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening and interpretation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working in a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voicing opinions effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receiving feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization and prioritization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to provide constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to accept constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is the applicant's best attribute they could bring to an RA position\*?

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What might be the biggest challenge for the applicant in an RA position\*?

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\*The RA's main goal is to build a strong community and help students have a smooth transition from high school to university. They will encourage personal growth, learning, and awareness through intentional programming and events. They are the first line of support in Residence.

This applicant is:

- Highly recommended                       Recommended  
 Recommended with reservation             Not recommended

I certify that this information is true, and I am aware that it will be used in the selection process.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Listening and interpretation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working in a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voicing opinions effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receiving feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Ability to provide constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Response Questions

In a separate document, please respond to the following 4 questions.

1. Why would you like to become a Residence Assistant at Brescia University College?
2. Describe your positive contributions to Clare Hall at Brescia or your current community.
3. Describe your past experiences that can facilitate you being an exceptional Residence Assistant.
4. What do you want to share that is not on your resume or covered in these questions?