



**DIVISION OF
UNIVERSITY HOUSING**
University of Wisconsin–Madison

**BLC Program Advisor Applicant
Reference Form**

Applicant Information (to be completed by the applicant)

The Division of University Housing at the University of Wisconsin-Madison verifies past and current employment history and/or contacts personal references prior to any and all offers of employment for BLC Program Advisor position.

I understand an investigation of all statements contained in my application for employment may be verified as necessary for making an employment decision. I hereby release any person, agency, institution or business, collectively or individually, from any and all liability relating to any attempt to comply with this release. I also understand that the information provided in this reference will not be shared with me. A copy of this signed release may be accepted as the original. This release will remain in effect as long as my application is still being considered for employment with the Division of University Housing.

I, _____, authorize the Division of University Housing to obtain information pertaining to me as may be necessary in making an employment decision.

Applicant's Name: _____ Signature: _____ Date: _____

Reference Name: _____ Relationship to Reference: _____

Helpful Information for Applicants:

1. Please be sure to complete the entire 1st page of this form including adding the date at the bottom of this page.
2. Once you have completed this 1st page, email or mail **both** pages to your references. You can save this document after you complete these sections by going to File/Save As.
3. Please ensure that the due date for this reference is clearly noted on the bottom of this page.
4. Your typed or electronic signature is fine to use.
5. References should mail this form directly to the Human Resources Office and not back to you.

*For fullest consideration, reference forms must be postmarked or received no later than 7 days following the submission of an application. (Applicants - please indicate 7 days from the date you submitted or plan to submit your application (no later than October 31, 2010) at the bottom of this page.

Brief Position Description

The role of the Bradley Learning Community (BLC) Program Advisor is to recruit, hire, train, and supervise 17 Peer Mentors. The Program Advisor also advises the BLC hall organization and its facilitators. The Program Advisor also works with residents with involvement opportunities at the Hall-wide level. Planning, implementing, and evaluating Bradley Roundtable Fall Semester is a critical aspect of this position. The Program Advisor also serves as a core member of the Bradley Leadership Team. All Residence Life student staff members must be committed to the priorities and values of University Housing.

- **Community** - Developing strong residence hall communities that support students and assist them in developing connections with each other.
- **Academics** - Engaging all residents to achieve their academic goals. Creating a community that supports students' transition to the University and in which academic achievement is valued.
- **Diversity** - Actively supporting individuals' identities (i.e. students of color and LGBT students). Facilitating communities in which diversity is respected and appreciated among community members. Supporting a diverse student population. Creating inclusive communities that are free of harassment and oppressive acts.
- **Student Involvement** - Empowering residents to get involved and take an active role in their hall community and the University.

Reference forms are due to University Housing - Human Resources 625 Babcock Dr. Madison, WI 53706 or emailed to hr@housing.wisc.edu no later than _____. (Applicant, please type the date 7 days after you submit your application.)
Reference forms should be submitted directly and NOT sent back to the applicant.

We seek applicants with a wide range of leadership involvement and life experiences.
The Division of University Housing is an EEO/AA employer that values diversity.

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Page 2 to be completed by Reference**

Candidate Name: _____

Reference Contact Information

References begin by filling out the following form and answering the questions below– if needed, you may attach additional information.

Name of Reference: _____ **Relationship to Candidate:** _____

Phone Number: _____ **Email:** _____

1. What is your relationship with the applicant? How long have you known the applicant?

2. Please list what top 3 strengths you believe this applicant will bring to the position.

3. Please list 2-3 areas where you believe this applicant may still need improvement to be successful in this position.

4. Please briefly describe a situation where this applicant demonstrated the ability to work with peers who are different than themselves (race, sexual orientation, class, gender, etc).

5. Please briefly describe the applicant's ability to manage administrative tasks and multiple deadlines.

6. Please briefly describe the applicant's leadership ability to work in groups.

7. Please briefly describe the applicant's ability to handle stressful situations and conflict.

8. Would you recommend this applicant for the BLC Program Advisor position?

Yes No Maybe

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