

UCLA UNIVERSITY APARTMENTS SOUTH

APPLICATION SUPPLEMENT FOR

APARTMENT COORDINATOR

Application for **Appointment dates: July 1, 2014 - JUNE 30, 2015**

The principal purpose for requesting the information on this application form is to evaluate qualifications for employment. This information is solicited in accordance with University policy adopted pursuant to Article IX, Section 9 of the California Constitution. Furnishing each item of information requested on the attached form is voluntary. Failure to provide the requested information will delay or may prevent completion of the evaluation of your application. The information supplied on this application form may be subject to validation check.

PERSONAL INFORMATION: (*If you are applying as a student and spouse team both members must complete an application)

Name _____ Nickname _____
First Middle Last

E-Mail Address _____ Student ID# _____

Home Address _____ Phone _____
No. Street City State Zip

How long have you lived at UAS Housing? _____ Are you willing to move to another UAS apartment? _____
Married/Single _____ Drivers License No. _____ Expiration _____
Are you legally eligible to work in the United States? _____
VISA STATUS? _____

ACADEMIC PROGRAM AT UCLA:

Graduate/Undergraduate _____ Major _____
Class Standing Next Year _____ G.P.A. last quarter _____ Cumulative G.P.A. _____ Degree expected _____

Current and anticipated (this year only) employment in Campus Department _____

Position _____ Supervisor _____

Percentage of time _____ Contact No. _____
Name & Title

EXTRACURRICULAR AND COMMUNITY ACTIVITIES:

Activities	Dates	Hrs/Wk	Position held
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Anticipated Activities Next Year: _____

Please estimate the total number of hours per week: _____

Please list your group living experiences: (residence hall, fraternity, sorority, co-op, etc.)

Location	Dates
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WORK EXPERIENCE:

Do you have experience as a Resident Assistant/Director, Program Assistant, or Student Leader/Health Advocate?

Institution	Address	Position	Dates Employed
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Please indicate briefly your other work experiences (including military service and/or draft status):

Employer	Address	Position	Dates Employed
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Have you had previous work experience with the Office of Residential Life as an Undergraduate?

If yes, list your experience.

REFERENCES:

Name	Address	Position	Phone
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**Please answer the following questions AND attach a resume with your application.
Feel free to type up your responses on a separate piece of paper.**

1. We want to know you as a person. Briefly describe yourself as you know you, and as you think others know you.

2. Briefly explain your understanding of the position for which you are applying and your objectives related to this position.

3. In terms of experience, education, and special talents, explain why you feel that you are qualified for this position.

4. What do you hope to gain from this position?

5. Can you make all five days of training from June 16th to June 20th from 8am-5pm?

6. Are you willing to move to an assigned UAS building, at your own expense?

I have read and understand the requirements/expectations applicable to this position. Employment is contingent upon a satisfactory background check and DMV Pull Report.

Signed:_____Date:_____

**APPLICATION IS DUE:
Friday, March 7th, 2014 BY 5 P.M. - NO EXCEPTIONS
Positions open until filled.**

**PLEASE TURN APPLICATION IN AT:
UNIVERSITY APARTMENTS SOUTH
3200 SAWTELLE BOULEVARD
LOS ANGELES, CALIFORNIA 90066**

QUESTIONS:
EMAIL: uas.acsupervisor@gmail.com