Graduate Housing Assitant Application

Northwest Missouri State University – Residential & Auxiliary Services

**IMPORTANT:** *This form is designed to work in* ***Microsoft Word*** *2003 or higher. If you do not have access to Word, this form may not render properly. Email Scott Shields at* [*rviau@nwmissouri.edu*](mailto:rviau@nwmissouri.edu) *if you have difficulties.*

**Section I: Personal Information**

**Name:**       **Current** **Academic Standing:**

**Student ID Number:**      

**Northwest Email Address:**

**Important:** **Correspondence regarding this position will be conducted solely through your Northwest email account.** This includes updates on the status of your candidacy for this position and all job related information if you are hired.

|  |  |
| --- | --- |
| **Current Address:**  Address 1  Address 2  City/State/Zip | **Preferred Phone Number for Interview:** |

**Section II: Eligibility**

**Do you currently live in Graduate Housing in Millikan or South Complex?**

**Section III: Essay**

Please read the job description thoroughly then answer each question below. The answer space will expand as you type.

Describe any qualities, strengths, skills, and/or work experience you may have that will assist you in the Graduate Housing Assistant position:

Please explain why you are interested in having this position:

Please describe a time that you have had to talk to a peer for something they were doing wrong, or not following a policy, law or process. How did you handle the situation?

Do you have another job on campus? If so, where is that job and how many hours do you work each week?

Have you ever had supervisory experience in a job? If so, please describe the job and your supervision responsibilities?

**Continue to next page.**

**Application Submission**

**Please do not send a resume or cover letter. The things we are looking for are covered in this application.**

After completion, email your application as a Microsoft Word attachment. DO NOT paste the content of the application into the body of the email itself. Email attachments are our preferred method for submitting applications, but if this is not possible you may print your application and submit it to the Student Affairs front desk.

**Email:** rviau@nwmissouri.edu **Mail to:** Graduate Housing Assistant position

c/o Rose Viau

R&A

Student Union

**Important notice regarding emailed applications:** When emailing your application, it must be submitted through your Northwest student email account. This is required for verification purposes. Applications will not be accepted from non-Northwest email accounts.

**IMPORTANT NOTICE FOR APPLICANTS WHO ARE ULTIMATELY HIRED:**  If you are offered a Graduate Housing Assistant position, you will be required, by federal law, to complete a W-4 and I-9 form in the office of Human Resources. In order to complete your I-9, you must provide identification proving employment eligibility and identification. **You must complete these forms within three days of starting your new position or risk termination from your position.** For a complete listing of acceptable proof of identification documents, visit page 5 of the following link: <http://www.uscis.gov/files/form/i-9.pdf>. Don’t delay! Have your documents ready to go in the event you are hired at Northwest.

**PLEASE READ CAREFULLY - By inserting my name (as written above) in the text field below, I certify that the above statements are correct. I understand that any false information (or omissions) in the application, or its supporting documents, will be sufficient grounds for refusal to hire me or termination without notice. I agree that all rules, orders, and regulations of the Board of Regents affecting my employment shall constitute a part of my appointment or employment. I further understand that Northwest Missouri State University has the right to review my education, previous employment, driving and criminal records and other background data.**

**Please re-type your name here (this is a proxy for your signature):**

      **Date:**