

Application Checklist

This checklist is provided to assist you in organizing your completed application materials before submitting your application packet. **Only completed applications will be considered.**

Your completed application must include:

- ☐ Residence Life Application
- ☐ Resume & Cover Letter
- ☐ 3 References & contact information
- ☐ [Optional] Biographical statement (no more than two double-spaced, typed pages)

Application for BUTI Residence Life Positions

Type or neatly print all responses.

Expected completion of current degree requirements (month) _____ (year) _____

Have you ever lived in a college/university...

residence ☐ yes ☐ no length of time _____

student cooperative house ☐ yes ☐ no length of time _____

fraternity/sorority house ☐ yes ☐ no length of time _____

Please list previous residences at any college or university:

Institution	Residence address	Dates of residence	Residence Director
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you previously applied for a resident assistant or other position at Boston University Tanglewood Institute?

☐ yes ☐ no

If yes, please indicate the year(s) _____

Have you ever held a position at Boston University Tanglewood Institute? ☐ yes ☐ no

If yes, please indicate the year(s) and position(s) _____

Are you a BUTI alum? ☐ yes ☐ no

If yes, what year(s) and program(s) did you attend? _____

Have you ever been a resident assistant (other than at Boston University Tanglewood Institute) or summer camp counselor? ☐ yes ☐ no

If yes, list year(s) and college/university or camp name and location _____

Do you possess a valid U.S. driver's license? ☐ yes ☐ no State of issue: _____

How did you hear of the summer employment opportunities with BUTI?

Personal Statement [Optional]

We want a clear picture of who you are, and why you would like to be part of our Residence Life Staff. The biographical statement is not meant to be your autobiography. Instead, the statement should briefly describe your important experiences, interests, and abilities that relate to your potential as a member of the Residence Life Staff. As a guideline, your biographical statement should cover two points:

- (1) your personal background, and
- (2) your evaluation of yourself in regard to the position for which you are applying.

Your personal background could include a description of significant life experiences in the development of your value and/or belief system. You may concentrate on experiences with certain individuals, your family, or certain groups. You could also mention any community or volunteer activities that have shaped your ideals as well.

Your personal evaluation of yourself should describe why you think you would excel in the environment at BUTI. What leads you to believe that you will be effective based on the position description and what you know about the program? What do you believe are core strengths and responsibilities of an exceptional team member? Why do you want to be part of the BUTI residential life staff? What are your hopes and expectations for a summer in Lenox, Massachusetts? Describe your particular strengths and weaknesses that will have an impact on your success.

The statement should be no more than two double-spaced, typed pages.

This is to certify that the information contributed herein is true, accurate, and my own. I understand that incomplete or false information may subject me to disqualification from being considered for a position on the Residence Life Staff. I have read the pertinent job description and understand the responsibilities of the position(s) for which I am applying. If selected, I will accept and carry out these duties and responsibilities and will serve for the entire length of the Boston University Tanglewood Institute Summer 2017 Program.

Signature of applicant

Date