



Boston University
 College of Fine Arts
 855 Commonwealth Avenue
 Boston, MA 02215
 617-353-3386

An Equal Opportunity/Affirmative Action Employer

Application for Employment at Boston University (Type or neatly print all responses.)

Date of application _____ Date available _____ Position _____

PERSONAL DATA

Name _____
 last first middle initial

Social Security number _____

Street address _____

City, State, Zip _____

E-mail address _____

Telephone number (_____) _____

Cell phone number (_____) _____

Are you legally eligible to work in the U.S.? yes no
 If yes, type of visa _____

Are you a veteran? yes no Date of Discharge _____

Have you ever applied for a position at Boston University? yes no
 If yes, list date(s) _____

Have you ever worked at Boston University in either a temporary or a permanent capacity? yes no
 department _____ position _____

How were you referred to Boston University?
 self Internet employee other _____

EDUCATION RECORD Circle highest grade completed High school College Graduate school
 9 10 11 12 1 2 3 4 1 2 3 4

High school	City, State	Dates attended	Did you graduate? <input type="checkbox"/> yes <input type="checkbox"/> no	
College	City, State	Dates attended	Did you graduate? <input type="checkbox"/> yes <input type="checkbox"/> no	Major/degree
Graduate school/other schooling	City, State	Dates attended	Did you graduate? <input type="checkbox"/> yes <input type="checkbox"/> no	Major/degree

PROFESSIONAL LICENSES AND SKILLS

Do you have any relevant professional licenses or business certifications? yes no What are they? _____
 Have they ever been suspended or revoked for any reason? yes no Please state reason if applicable _____

EMPLOYMENT RECORD

Name of firm or institution	City, State	Telephone number	Dates employed	Position	Salary
Describe your duties					
Reason for leaving		Supervisor		Title	
Name of firm or institution	City, State	Telephone number	Dates employed	Position	Salary
Describe your duties					
Reason for leaving		Supervisor		Title	
Name of firm or institution	City, State	Telephone number	Dates employed	Position	Salary
Describe your duties					
Reason for leaving		Supervisor		Title	

REFERENCES List three individuals to whom you are not related. They may include but not be limited to previous employers.

Name	Telephone number
Place of business	Title
Name	Telephone number
Place of business	Title
Name	Telephone number
Place of business	Title

Have you ever been convicted of a felony? yes no no record

If yes, please specify the court, date, offense for which you were convicted, and name if different from the name listed on this application.

Within the past five years, have you been convicted of a misdemeanor or been incarcerated for a misdemeanor other than a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace? yes no no record

If yes, please specify the court, date, offense for which you were convicted, and name if different from the name listed on this application.

In case of emergency notify:

Name	Address	Telephone number
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Will you be in the Boston (yes no) and/or the Lenox (yes no) area during the following months for an in-person interview?

January 2008 <input type="checkbox"/> yes <input type="checkbox"/> no Dates:	March 2008 <input type="checkbox"/> yes <input type="checkbox"/> no Dates:
February 2008 <input type="checkbox"/> yes <input type="checkbox"/> no Dates:	April 2008 <input type="checkbox"/> yes <input type="checkbox"/> no Dates:

In the space below you may include any additional information you feel might favorably affect consideration of your application.

I represent that the information contained in this application for employment is true and I understand that any misrepresentation of information on this application or presented in an employment interview or in support of my application may be grounds for denial of employment or my immediate dismissal. By submitting this application, I authorize Boston University to verify any information contained in this application or presented in support of this application, including verification of previous or present employment and verification of education record (attendance, graduation date, diploma, certification, or degree received) and I authorize any previous or current employer or educational institution listed on this application to release such information to Boston University in connection with this application.

I understand that regular employment depends upon satisfactory replies from my references, acceptable outcome of a criminal history records check when required, and a favorable report on my physical examination when required. Also, under the Immigration Reform and Control Act of 1986, all applicants accepting employment at Boston University will be required to produce proof of their identity and employment eligibility within three working days of their first day of work as a condition of continued employment.

Your signature _____

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

Boston University prohibits discrimination against any individual on the basis of race, color, religion, sex, age, national origin, physical or mental disability, or because of marital, parental, or veteran status. This policy extends to all rights, privileges, programs and activities, including housing, employment, admissions, financial assistance, educational and athletic programs. Boston University recognizes that non-discrimination does not ensure that equal opportunity is a reality for all employees, applicants for employment and students. Because of this, the University will continue to take affirmative action to ensure that employees and students alike are treated equally during their employment and/or matriculation. Inquiries regarding the application of this policy should be addressed to the Assistant Vice President for Human Resources, Office of Equal Opportunity, 25 Buick Street, Boston, MA 02215, 617-353-4477.



Boston University Tanglewood Institute

Summer 2008

College of Fine Arts
Room 242
855 Commonwealth Avenue
Boston, MA 02215

Boston University Tanglewood Institute Employment Application

(Type or neatly print all responses.)

PART I: Personal Data

_____ **position(s) for which you are applying**

Name _____
Mr./Ms./Mrs. last first middle initial

Social Security number _____

Current mailing address _____
no. & street city state zip

Current e-mail address _____

Current telephone number (_____) _____
area code number

Cell phone number (_____) _____
area code number

Permanent mailing address _____
no. & street city state zip

Permanent telephone number (_____) _____
area code number

Academic status as of Fall 2008 _____
junior, senior, graduate student, other

College/University presently attending _____

Major/Concentration _____

Cumulative Grade Point Average (GPA) _____

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
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Have you previously applied for a resident assistant position at the Boston University Tanglewood Institute? yes no

If yes, please indicate the year(s) _____

Have you ever held a resident assistant or senior resident assistant position at the Boston University Tanglewood Institute? yes no

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

Have you ever been a resident assistant (other than at the 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 wish to be considered for a senior resident assistant position? yes no

Are you a work-study student for the 2007- 2008 academic year? yes no

If yes, have you received a 2008 summer work-study grant? yes no

If no, would you be willing to apply for a summer work-study grant? yes no

How do you spend your leisure time (hobbies, special skills, etc.)? _____

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

PART II: Letters of Recommendation

Two letters of recommendation are required for your application to be considered:

- the first must be from a faculty member or the academic dean of your undergraduate or graduate institution;
- the second must be from a current or former employer or supervisor. (If you are currently a member of a residence life staff, it is preferred this recommendation be completed by your supervisor.)

Please list each person submitting a recommendation on your behalf:

1. Faculty member/Academic dean _____
last name first

Title _____ Telephone number (_____) _____
area code number

Current mailing address _____
no. & street city state zip

E-mail address _____

2. Current or former employer or supervisor _____
last name first

Title _____ Telephone number (_____) _____
area code number

Current mailing address _____
no. & street city state zip

E-mail address _____

Do we have permission to contact the listed references? yes no

PART III: Resume and Biographical Statement

You must include a copy of your resume with the application. Your resume should highlight any experience that will relate to the position for which you are applying.

In order for us to obtain a clear picture of who you are and why you would like to be a Resident Assistant, we are asking that you submit a biographical statement with your application.

The biographical statement is not meant to be your autobiography; therefore, it should not include everything you have ever done in your lifetime. The statement should briefly describe important experiences, interests, and abilities that relate to your potential as a Resident Assistant. As a guideline, your biographical statement should cover two points: (1) your personal background and (2) your evaluation of yourself.

The aspects of the personal background should include a description of significant life experiences in the development of your value and belief system. You may want to concentrate on experiences with certain individuals, your family, or certain groups. As well, you may want to mention any community, volunteer, or political activities that have shaped your ideals.

Your personal evaluation of yourself should describe why you think you would be a good Resident Assistant. What leads you to believe that you will be effective based on the Resident Assistant position description? Why do you want to be a Resident Assistant? Describe your particular strengths and weaknesses that will have an impact on your performance as a Resident Assistant.

The biographical statement may be viewed as an expanded version of your resume. The statement should be no more than six double-spaced, typed pages.

Please note: If you have been employed in the past as part of the BUTI team, please use a page to summarize what goals you would have if you were to join the 2008 program as a veteran RA. How will you positively affect the BUTI team and the students attending the program?

PART IV: Official Transcript

If you are not currently attending Boston University, please submit a copy of your official transcript.

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 as a resident assistant or senior resident assistant. I have read the resident assistant and, where applicable, senior resident assistant job descriptions 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 2008 Program.

Signature of applicant

Date

Be sure to make a copy of your completed application for your personal records.

Your original completed application must be returned to:

Lisa Naas, Director of Operations and Student Life
Boston University Tanglewood Institute
855 Commonwealth Avenue
Boston, MA 02215

It is your responsibility to make sure that your application is complete.



LETTER OF RECOMMENDATION
from Faculty Member
or Academic Dean

College of Fine Arts
855 Commonwealth Avenue
Room 242
Boston, MA 02215

Name of applicant _____ Social Security number _____

1974 Family Educational Rights and Privacy Act
To the applicant: This recommendation form will become part of your application file. It will be used only for the purposes specifically intended. You will be accorded access to its contents unless you voluntarily waive your right to access. Please check one of the boxes, sign, and date the statement below.
I have read the information above and hereby [] waive [] do not waive my right of access to this document.
Signature _____ Date _____

To the recommender: The person named above is applying for the position of resident assistant at the Boston University Tanglewood Institute. Resident assistants serve an important role in the educational and social life of students. We are looking for applicants whose own educational experiences are a stimulating and important part of their lives; who can share these interests and their enthusiasm while also acting as a resource for students. Resident assistants also need to be capable of good judgment while taking a flexible, creative, and personal approach to problem solving. Resident assistants are full-time members of the Boston University Tanglewood Institute staff who are responsible for actively working six days each week toward providing control in residence, developing a healthy residence community, performing administrative tasks, working as part of a residence leadership team, and assisting students. Resident assistants are selected for their intellectual and interpersonal skills, their leadership capabilities, their concern for students, and their willingness to meet the challenges and expectations of the position to the best of their abilities.
Thank you for your assistance. If you have any additional questions, please call Lisa Naas at 617-358-5177. Please return this form and any attachments to:
Lisa Naas, College of Fine Arts, Boston University, 855 Commonwealth Avenue, Room 242, Boston, MA 02215.

- 1. How do you know or have you known the applicant? (Check all that apply.)
[] as a student in a large lecture course
[] as a student in a small class
[] as a student engaged in research or independent study under my direction
[] as my advisee
[] as a student in a campus leadership role (describe) _____
[] as an individual in a community leadership role (describe) _____
[] as an employee (describe) _____
[] other (describe) _____
2. How long have you known the applicant? _____

PLEASE COMPLETE THE REVERSE SIDE OF THIS SHEET

3. Please summarize your evaluation by rating the applicant in the following areas. (“Exceptional” should indicate that the applicant is comparable to the best student that you have known. “Good” should indicate a positive recommendation with no reservations.)

Attribute	Exceptional	Good	Average	Fair	Poor	No basis for evaluation
a. Maturity and emotional stability						
b. Understanding of self						
c. Sensitivity to others’ needs						
d. Quality of relationships with people						
e. Ability to respect and work with differences such as race, class, culture, and ethnicity.						
f. Ability to initiate and follow through						
g. Ability to do administrative tasks						
h. Willingness to accept directives and supervision						
i. Ability to express ideas orally						
j. Ability to express ideas in writing						
k. Ability to exercise good judgment						
l. Reliability/dependability						
m. Creativity/innovativeness						
n. Locating and using resources						
o. Working as a team member						
p. Problem solving						
q. Establishing a sense of trust						

4. Please indicate additional specific observations or comments that will assist us in our consideration of the applicant.

5. Summary/Evaluation

- I do not recommend this applicant for a position as a resident assistant.
- I recommend this applicant with reservations that I have discussed above.
- I recommend this applicant for a position as a resident assistant.
- I strongly recommend this applicant for a position as a resident assistant.

Recommender’s name _____ Title _____

College/University _____ Telephone number _____

Address _____

E-mail address _____

Signature _____ Date _____



LETTER OF RECOMMENDATION
from Current or Former
Employer or Supervisor

College of Fine Arts
855 Commonwealth Avenue
Room 242
Boston, MA 02215

Name of applicant _____ Social Security number _____

1974 Family Educational Rights and Privacy Act
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I have read the information above and hereby [] waive [] do not waive my right of access to this document.
Signature _____ Date _____

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[] as my advisee
[] as a student in a campus leadership role (describe) _____
[] as an individual in a community leadership role (describe) _____
[] as an employee (describe) _____
[] other (describe) _____

2. How long have you known the applicant? _____

PLEASE COMPLETE THE REVERSE SIDE OF THIS SHEET

3. Please summarize your evaluation by rating the applicant in the following areas. (“Exceptional” should indicate that the applicant is comparable to the best student that you have known. “Good” should indicate a positive recommendation with no reservations.)

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d. Quality of relationships with people						
f. Ability to respect and work with differences such as race, class, culture, and ethnicity.						
f. Ability to initiate and follow through						
g. Ability to do administrative tasks						
h. Willingness to accept directives and supervision						
i. Ability to express ideas orally						
j. Ability to express ideas in writing						
k. Ability to exercise good judgment						
l. Reliability/dependability						
m. Creativity/innovativeness						
n. Locating and using resources						
o. Working as a team member						
p. Problem solving						
q. Establishing a sense of trust						

4. Please indicate additional specific observations or comments that will assist us in our consideration of the applicant.

5. Summary/Evaluation

- I do not recommend this applicant for a position as a resident assistant.
- I recommend this applicant with reservations that I have discussed above.
- I recommend this applicant for a position as a resident assistant.
- I strongly recommend this applicant for a position as a resident assistant.

Recommender’s name _____ Title _____

College/University _____ Telephone number _____

Address _____

E-mail address _____

Signature _____ Date _____



STUDENT LIFE STAFF • APPLICATION CHECKLIST

Boston University Tanglewood Institute 2008

This checklist is provided to assist you in organizing your completed application materials before submitting your application packet.

Your completed application must include:

- Application for Employment at Boston University form (2 pages)
- BUTI section of the application (4 pages)
- Letter of recommendation (faculty or academic dean)
- Letter of recommendation (employer or supervisor)
- Resume
- Biographical statement (no more than six double-spaced, typed pages)
- Official transcript (unless you currently attend Boston University)

You may check on the status of your letters of recommendation and official transcript by contacting Lisa Naas at 617/353-3386 or lnaas@bu.edu.

**B O S T O N
U N I V E R S I T Y**

**T A N G L E W O O D
I N S T I T U T E**