

Summer Conference Housing Program Employment Application

Please Select The Position (s) To Which You Are Applying

- | | | |
|---|--|---|
| <input type="checkbox"/> Residence Hall Coordinator | <input type="checkbox"/> Lead Room Attendant | <input type="checkbox"/> Operations Assistant |
| <input type="checkbox"/> Front Desk Attendant | <input type="checkbox"/> Room Attendant | <input type="checkbox"/> Conference Assistant |

Applicant Information

Full Name: _____ BU ID No: _____

Local Address: _____ Home Address: _____

Local Phone: () _____ Home Phone: () _____

E-mail: _____ Social Security No: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

BU School: _____ Major: _____ Year: _____ GPA: _____

Previous Employment

If you would prefer, you may submit a resume. Past employers may be called in addition to other references.

Company: _____	Phone: () _____
Address: _____	Supervisor: _____
Job Title: _____	From: _____ To: _____
Company: _____	Phone: () _____
Address: _____	Supervisor: _____
Job Title: _____	From: _____ To: _____
Company: _____	Phone: () _____
Address: _____	Supervisor: _____
Job Title: _____	From: _____ To: _____

Additional Information

List campus activities and/or volunteer work: _____

Have you ever worked for Boston University? YES NO If so, when? _____

Have you ever worked for Conference Services? YES NO If so, when? _____

Have you received a summer work-study award? YES NO

How did you hear about our summer positions? _____

Are your **two** references attached? YES NO *Reference letters can be submitted under separate cover, but application will not be considered until all material is received.*

PLEASE INDICATE ON THE BACK OF THIS FORM OR ON A SEPARATE SHEET WHY YOU ARE APPLYING FOR A SUMMER POSITION WITH CONFERENCE SERVICES.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Summer Conference Housing Program Reference Form

Applicant Information (to be completed by the Applicant)

Applicant's Name: _____
Position(s) Applying For: _____

Form Instructions

The applicant listed above has applied for a position with the Boston University Conference Services Summer Conference Housing Program. This reference form is an important part of our hiring process as it assists us in selecting qualified candidates. Please respond to as many of the items as you can based upon your knowledge of the applicant with information that is as accurate and candid as possible. The form should be returned to the applicant as soon as possible. We hire staff on a rolling basis, and applicants cannot begin the interview process until their reference forms have been completed.

The Summer Conference Housing Program at Boston University hosts more than 11,000 overnight guests each summer. Student staff work in various capacities providing guest services. Our staff plays an important role in our program. We appreciate your efforts in helping us hire staff that will present a positive image of Boston University.

Evaluator's Information

Name: _____
Position/Title: _____
Organization/Company: _____
Address: _____
Telephone Number: _____
E-mail Address: _____

May we contact you by telephone or e-mail if we need additional information on this applicant? YES NO

Relationship to the Applicant:

Employer Faculty Teaching Assistant Academic Advisor
 Residence Hall Director Resident Assistant Other: _____

How long have you known the applicant? _____

	Very Well					Not At All
How well do you know the applicant?	5	4	3	2	1	
How confident are you in evaluating the applicant?	5	4	3	2	1	

Please continue on to page 2 for the rest of the evaluation. ►

Evaluation

Based upon your knowledge of the applicant, please evaluate this individual on the qualities listed below:

	Outstanding	Above Average	Average	Below Average	Unknown
Leadership	5	4	3	2	1
Dependability	5	4	3	2	1
Punctuality	5	4	3	2	1
Maturity	5	4	3	2	1
Organizational Skills	5	4	3	2	1
Attention to Detail	5	4	3	2	1
Neatness	5	4	3	2	1
Flexibility	5	4	3	2	1
Enthusiasm	5	4	3	2	1
Knowledge of Campus	5	4	3	2	1
Appearance	5	4	3	2	1
Motivation/Attitude	5	4	3	2	1
Communication Skills	5	4	3	2	1
Listening Skills	5	4	3	2	1
Overall Work Habits	5	4	3	2	1
Overall Evaluation	5	4	3	2	1

Please comment on any other qualifications or skills the applicant may possess that you would like to share:

Please comment on any reservations you may have concerning this applicant:

Signature: _____ **Date:** _____

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