TENNESSEE
STATE UNIVERSITY

Residence Life
Student Employment
Application and Portfolio Requirements

Your application and the following items are to be neatly organized in a binder, folder or other packet and submitted as a portfolio before the date requested.

Section 1:   Current picture of yourself (head shot only) and your name

Section 2:   Completed Application

Section 3:   Resume and cover Letter

Section 4:   Personal Statement: Provide a brief narrative regarding the qualities, characteristics, strengths, or talents you possess and how you would utilize those to perform the tasks of the specific position in which you applied.

Section 5:   Problems and Solutions Scenario: Describe one (1) problem you think exists in the residence halls and what measures you would do to help resolve it.

Section 6:   Two (2) Letters of Recommendation *(at least one must be from a TSU Official/Hall Director/Advisor/Instructor/Employee)*

Section 7:   Statement of Availability: Utilizing a 24 hour a day clock. Show your tentative availability on Monday – Sunday for the semester you are applying to work *(see example below)*. *Please note: We realize your schedule may change slightly due to class registration*.

- Monday's: anytime 4pm-12am (midnight)
- Tuesday: No availability – classes
- Wednesday: anytime 7pm-7am
- Thursday: No availability – classes
- Friday: anytime 7pm-7am
- Saturday: anytime 24 hours a day
- Sunday: anytime 24 hours a day

Student Employment Application

Directions: Fill out application in black or blue ink. Type or print legibly on the application. Return the completed application along with all other requested portfolio items (Listed on page 1) to the Department of Residence Life, Suite 310, of the Floyd-Payne Campus Center.

Personal Information   **T#**_____

Full Name: _____ Date of Application: _____

Gender: (Please circle only one)☐ Male   ☐ Female   Date of Birth: _____

TSU Email Address: _____

Alternate Email Address: _____

Best contact phone: _____

If currently residing on campus: Hall Name_____Room#_____

Permanent/Home/Summer Address: _____
                                                    (Street address/PO Box)

_____
(City)   (State)   (Zip Code)

Applying for a position available for: Summer _____   Fall _____ Spring _____ Year _____
(*Check all semesters that apply*)

Position applying for: ☐ **Resident Assistant**
                                              ☐ **Community Assistant**
                                              ☐ **Night Desk Attendant**
                                              ☐ **Community Service Assistant**

Educational Information

Major(s) _____ Anticipated Graduation Date _____

Classification (circle one)   SO   JR   SR

Cumulative GPA: _____

Have you attended another college/university besides TSU? ☐Yes ☐ No

College/University: _____   Dates Attended: _____

College/University: _____   Dates Attended: _____

Additional Information

Have you ever been found responsible for a disciplinary offense (i.e., received sanctions) by the Office of Student Conduct at any time while a student at TSU or at another institution? **If yes, please explain:** ☐Yes ☐ No

_____
_____
_____

Have you ever been convicted of a felony or other criminal offense other than a traffic violation?   ☐Yes ☐ No

If yes, please explain:
_____
_____
_____

I have read the information sheet accompanying this application, and I am aware of the position's requirements. The information I have submitted in this application is true and accurate. I understand that incomplete or false information may subject me to disqualification from being considered for a position. **A background check and fingerprinting is required before the applicant can be hired.**

I authorize Residence Life to conduct a routine inquiry (including verification of grade point average) during and after the processing of my application in order to provide information necessary to determine my employability.

_____   _____
Signature   **Date**