



Housing & Residence Life

THE UNIVERSITY OF CHICAGO

201 -20

APPLICATION FOR RESIDENT HEAD APPOINTMENT

Name _____
Last First Middle

Are you: Single _____ Married or Coupled _____

Children (names and age) _____

Mailing Address _____

Preferred E-Mail _____ Cell Phone _____

Have you previously applied for a Housing staff position? _____ Date of Application _____

Have you ever lived in Housing at the University of Chicago? What year? Which House?

Have you previously lived in a residential life community? Yes / No As a student or Staff member? Student / Staff

What is your expected status for Autumn 2018 at the University? Faculty, Exempt Staff, Student, Partner

If you are a student, what is your degree program and department? _____

For how many quarters have you been at the University? _____

When do you expect to depart the University (month and year)? _____

Have you ever pleaded guilty or been convicted of a crime? Yes / No A conviction record will not necessarily be a bar to employment). If yes, state the nature of the offense, when, where and what the disposition was/is.

Are you authorized to work in the United States? Yes / No

If you will be employed by any other University department while serving as a Resident Head please provide UChicago Payroll Information:

Department _____ Pay Cycle: Bi-weekly / Monthly

Academic Honors Received:

Award Title	Awarding Agency
Award Title	Awarding Agency
Award Title	Awarding Agency

If you were to be a Resident Head, please list your other major time commitments (aside from coursework or dissertation) and the number of hours/week each will require. Please do not refer to your attached CV/résumé. Complete all the information requested below.

Commitment	Hours/Week
Commitment	Hours/Week
Commitment	Hours/Week
Commitment	Hours/Week
Commitment	Hours/Week

Educational Institutions Attended Since High School (list most recent first)

Institution	Dates	Field	Degree

Employment and Volunteer Experience (list most recent first)

Name of Organization	Dates Worked	Position titles and duties

Written Statement

Please provide a written statement of your qualifications for a Resident Head position, and your motivation in seeking the position. Each married or coupled person must complete a separate application form, but a joint written statement (if preferred by the applicants) may be submitted with each application.

Candidates completing a digital application can email it to Senior Associate Director of Residence Life Heath M. Rossner at rossner@uchicago.edu and candidates completing a paper application should bring three (3) copies of the application to 5500 S. University Avenue, Suite 110. All applications are due by Thursday, January 31, 2019.

Please remind your three recommenders to submit recommendations on or before January 31, 2019 via email to Heath Rossner at hrossner@uchicago.edu

Names of Recommenders:

1.	_____	_____	_____
	Name	Title	E-mail address
2.	_____	_____	_____
	Name	Title	E-mail address
3.	_____	_____	_____
	Name	Title	E-mail address

I understand that employment requires proof of eligibility to work in the United States according to the Immigration Reform and Control Act of 1988 and I will be able to provide the needed documentation to show my identity and eligibility upon hire.

University of Chicago is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity, national origin, age, marital status, physical or mental disability, protected veteran status, genetic information or any other legally protected status, in accordance with applicable federal, state and local EEO laws.

I certify that the information contained in my application materials (e.g. this form, my resume, curriculum vitae, etc.) are true and correct to the best of my knowledge and belief and, in this connection, understand and agree that any misrepresentation, omission, or falsification of information provided herein constitutes grounds for immediate dismissal from any subsequent employment at The University of Chicago. I hereby authorize The University of Chicago to verify my past and present employment, education and such other activities as are related to these application materials. I agree to cooperate in such inquiry and hereby release The University of Chicago from all responsibility or liability. I agree to submit to such pre-employment tests as may be deemed necessary by The University and I understand that successful completion of such tests is in accordance with standards established by The University. In consideration of my employment by The University of Chicago, I agree to conform to and abide by all of its rules, policies and regulations. If I have questions about the information I am to provide, I should contact the University of Chicago.

Resident Heads and dependents must successfully pass a universal background check. All Resident Heads will perform duties as Mandatory Reporters and Responsible Employees.

I hereby authorize my past and present employers, schools, institutions, and all individuals, partnerships, associations or corporations and any other references to provide any information they may have regarding me. I hereby release them and their organizations from all liability, claims and causes of action for issuing same.

BY SIGNING BELOW, I certify that I have read and agree with these statements.

Signature of Applicant

Date