

Dear Desk Manager Applicant:

Thank you for your interest in being an ACU Desk Manager. The Desk Manager position offers you an excellent opportunity to assist Residence Life Education and Housing in the smooth operation of the residence halls. The Desk Manager position offers many benefits, yet can also be demanding. Successful candidates must demonstrate maturity and strong leadership skills. Desk Managers must demonstrate a concern for and commitment to the residents of the residence hall. In addition, Desk Managers must be people of extreme responsibility and professionalism.

Please read the following pages and complete the entire application process by:

1. Submitting the application form to the Residence Director for whom you wish to work and
2. Securing two confidential reference forms from:
 - 1) An ACU professor, administrator, or professional staff and
 - 2) One other source (minister, current or past Resident Assistant or Residence Director).

After reviewing your application, the Residence Director for whom you wish to work may contact you to schedule an interview.

Thank you for your desire to work for Residence Life Education and Housing!

ACU Residence Directors

Desk Manager Application

Name: _____ Date: _____

Home Phone #: _____ Cell Phone #: _____

SSN: _____ Banner ID: _____

Classification: _____ Major: _____

Expected Graduation Date: _____ Email Address: _____

Abilene Box or Local Address: _____

of class hours: _____ GPA: _____

List your class schedule for the semester in which you're desiring employment:

List other activities that you have been involved with that were people-oriented:

List activities that will interfere with this position:

Have you ever lived in the ACU residence halls? If so, when, where, how long, and who was your Residence Director (not your Resident Assistant)? _____

For which residence hall are you applying? _____

How many hours would you like to work? _____

Are you in the College Work Study program? _____

Employment Record:

<u>Employer</u>	<u>Start Date</u>	<u>End Date</u>
<u>Street Address</u>	<u>Position Title</u>	<u>Supervisor's Name</u>
<u>City, State, Zip</u>	<u>Phone</u>	May we contact this institution? <input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Position Description</u>	<u>Reason For Leaving</u>	<u>Salary</u>

<u>Employer</u>	<u>Start Date</u>	<u>End Date</u>
<u>Street Address</u>	<u>Position Title</u>	<u>Supervisor's Name</u>
<u>City, State, Zip</u>	<u>Phone</u>	May we contact this institution? <input type="checkbox"/> Yes <input type="checkbox"/> No
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<u>Employer</u>	<u>Start Date</u>	<u>End Date</u>
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<u>City, State, Zip</u>	<u>Phone</u>	May we contact this institution? <input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Position Description</u>	<u>Reason For Leaving</u>	<u>Salary</u>

Signature of Applicant

Date

No person shall be denied employment on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, color, national or ethical origin, sex, age or disability.

List the first choice of hours which you would like to work. Then list the hours that you would accept. You will only receive hours that fit the descriptions given by you. If you do not list a variety of times you may not receive enough hours. No hours are guaranteed. Realize that everyone usually wants the same prime hours, but not everyone will get the prime hours. Also realize that your available hours and the available hours at the desk do not always correspond. Please be flexible and understanding. Seniority and RA experience do calculate into the assignment of hours.

The RA shift each evening will be from 5pm-9pm each evening. Depending on the size of the RA staff, this shift may or may not be available to desk managers. Also, shifts must run according to the ACU class schedule. You must choose a shift that will be consistent for MWF and/or a shift that will be consistent for TR. (For example, you must be able to work 5am-9am on MWF or 9am-1pm TR.) Also, if you want to work a weekend shift, you must be able to work the same shift on both Saturday and Sunday.

First choice:	Monday	1 am-5am	5am-9am	9am-1pm	1pm-5pm	5pm-9pm	9pm-1am
	Tuesday	1 am-5am	5am-9am	9am-1pm	1pm-5pm	5pm-9pm	9pm-1am
	Wednesday	1 am-5am	5am-9am	9am-1pm	1pm-5pm	5pm-9pm	9pm-1am
	Thursday	1 am-5am	5am-9am	9am-1pm	1pm-5pm	5pm-9pm	9pm-1am
	Friday	1 am-5am	5am-9am	9am-1pm	1pm-5pm	5pm-9pm	9pm-1am
	Saturday	1 am-5am	5am-9am	9am-1pm	1pm-5pm	5pm-9pm	9pm-1am
	Sunday	1 am-5am	5am-9am	9am-1pm	1pm-5pm	5pm-9pm	9pm-1am

Will Accept:	Monday	1 am-5am	5am-9am	9am-1pm	1pm-5pm	5pm-9pm	9pm-1am
	Tuesday	1 am-5am	5am-9am	9am-1pm	1pm-5pm	5pm-9pm	9pm-1am
	Wednesday	1 am-5am	5am-9am	9am-1pm	1pm-5pm	5pm-9pm	9pm-1am
	Thursday	1 am-5am	5am-9am	9am-1pm	1pm-5pm	5pm-9pm	9pm-1am
	Friday	1 am-5am	5am-9am	9am-1pm	1pm-5pm	5pm-9pm	9pm-1am
	Saturday	1 am-5am	5am-9am	9am-1pm	1pm-5pm	5pm-9pm	9pm-1am
	Sunday	1 am-5am	5am-9am	9am-1pm	1pm-5pm	5pm-9pm	9pm-1am

I have read and understand the above information. I also agree that the information written on this page is true and correct to the best of my knowledge.

Signature of Applicant

Date

Supplemental Comments: Based on your knowledge of the candidate coupled with the type of position for which he or she is applying, please describe how you feel this person will function in this position. Comments on personal characteristics or special skills of the applicant would be appreciated. (You may attach an additional sheet if necessary.)

_____ Name of Reference	_____ Date
_____ Position (Title)	_____ Telephone Number
_____ Signature of Reference	_____ Address

Please return to the applicant in a sealed envelope.

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Please return to the applicant in a sealed envelope.