Residence Life Team Application for New Applicants
Fall-Winter 2018-2019

This application form should be completed by any applicants who have never held a position on the Residence Life Team (RLT) with the University of Toronto Scarborough.

How to submit your application:
1) Hand directly in to the Residence Office in the Residence Centre   OR
2) Mail to: Joanne Huynh at Residence Centre, 1265 Military Trail Toronto, ON, M1C 1A4

Part 1: Applicant Information

Given name: ____________________________   Surname ___________________________

Preferred name: _______________________ (if different than given name)

Student ID # __________________________

Current mailing address: _____________________________________________________

Phone number: _____________________________

Email (U of T): _______________________________________________ Please provide a phone number that we can reach you at during the application process

What position(s) are you applying for?
- Fall/Winter (FW) 2018-19 Academic Year
  [ ] Residence Advisor (RA)

Program and year of study for 2018-19: _________________________________

Expected year of graduation: _________

If you have lived in UTSC Residences before, please indicate below:

<table>
<thead>
<tr>
<th>Year</th>
<th>Hall/Floor</th>
<th>Residence Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note it will be challenging for candidates who anticipate having 30 hours or more in curricular, co-curricular and extra-curricular activities (classes, jobs, work terms, campus life activities) to fulfill the requirements of a position on the RLT. Time commitments will be discussed and considered throughout the selection process.
Please list (if) any planned extra-curricular, volunteer, and/or work related commitments for next year and approximate the time you will be required to fulfill your obligations. Please note additional involvement is not required.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Fall-Winter (FW) RAs & all Summer RLT members are expected to have and present a valid Standard First-Aid certificate (at a minimum). F/W REC is NOT required to have First Aid. It’s expected that this certificate is valid for the duration of your contract. It will be your responsibility to obtain this certification prior to April 20, 2018 (for the Summer RAs), and July 30, 2018 (for F/W RAs).

Members of the RLT are expected to have a minimum CGPA of 2.0. If you do not meet this requirement after we verify your grades with the Registrar’s Office in June 2018, your offer of employment may be withdrawn.

**Compensation**

Taxable Benefit (Both Fall/Winter & Summer), T Bucks (Fall/Winter)

___ Initial here if you understand and agree to the above 3 statements.

**Part 2: Cover Letter**

Within your Cover Letter, we encourage you to consider the following:

- How would you contribute to the residence community?

- Highlight any skills and experiences that would make you an effective member of the Residence Life Team.

**Part 3: Resume**

Please submit a current résumé with your application.

**Part 4: References**

As part of the application process, we require two reference forms to be submitted by May 1st at 5:00pm. We recommend that one should be a work or volunteer-related reference, and the other from someone at the University (professor, supervisor, current RLT Member). These forms should be submitted directly by the person completing the reference for you. References will not be accepted if they are handed in by the applicant. Each can be mailed in a sealed envelope with the referee’s signature across the seal, or faxed directly to the Residence Office at 416 287 7667, or scanned and emailed directly...
from the person giving the reference to joanne.huynh@utoronto.ca.

**Checklist**

___ Application form is complete and legible

___ Resume and Cover Letter are attached

___ Have asked 2 people to submit reference forms as outlined

I authorize the University of Toronto Scarborough to contact the referees who have submitted a reference form supporting my application for the Residence Life Team if needed. I certify that the foregoing statements and any attached documentation are true and correct, and I agree that any misrepresentation made by me in this application will be sufficient cause for dismissal from the Residence Life Team.

Signature: ______________________________________

Date: _______________________

All applications must be received by
May 1st, 2018 by 5:00 pm

The University of Toronto respects your privacy. The information on this form is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admission, registration, academic programs, university-related student activities, activities of student societies, financial assistance and awards, graduation and university advancement, and for the purpose of statistical reporting to government agencies. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Office at 416-946-7303, McMurrich Building, room 201, 12 Queen’s Park Crescent West, Toronto, ON, M5S 1A8