
Emory University · Office of Residence Life & Housing
2008 Summer Staff Application

1946 Starvine Way, Decatur GA 30033

Phone: 404.727.8830

www.emory.edu/HOUSING



Please type or print in Black or Blue Ink

Personal Data:

Full Name: _____ Preferred Name: _____
(Last, First, Middle)

Campus Address: _____ Gender: _____ Female _____ Male

Permanent Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: (Home) _____ (Cell) _____

Date of Birth _____ PO Box _____

Educational Data:

7 digit Emory ID: _____ Graduation Date: _____

Cumulative Undergraduate GPA: _____ Current Classification: _____

Major Field of Study: _____ Minor/Concentration (if applicable): _____

Special Needs and Accommodations

Please identify any special needs that you may have that may affect your participation in our required selection, placement and training process.

Experience:

Please attach a current resumé.

On a separate sheet of paper, type the following question and your response to that question. Return your resumé and response with this application.

Please describe your expected extra-curricular activities and academic commitments for Summer 2008 and the 2008-09 academic year.

References:

Please list two references who we may contact to learn more about your skills. Please include one Emory/Oxford faculty or staff member if possible. It is considered proper etiquette to ask your references if you may list their names before submitting them to a prospective employer.

Name	Title/Organization	Telephone Number
_____	_____	_____
_____	_____	_____

FERPA:

The Family Education Rights and Privacy Act of 1974 (**FERPA**) gives students the right to inspect and review their confidential folders unless that right is waived. In accordance with the law, all applicants must indicate whether or not they voluntarily relinquish their rights to view confidential letters of recommendation that are part of the application process. This choice will not affect your candidacy in any way. The waiver pertains only to your rights to review your application file after the hiring process is concluded. Please read the following statements carefully and check the appropriate box.

"I have read the above statement and:

_____ I hereby waive the rights of access to my confidential file." (You may still have a member of our staff review the information in the file with you, excluding confidential letters of recommendation.)

_____ I do not waive the rights of access to my confidential file." (You are permitted to personally review your entire file in the presence of a member of our staff.)

Signature: _____

Date: ____/____/____

Application File Completion:

Noon on March 28, 2008 is the deadline for Summer Staff applicants. Interviews take place between March 31 and April 7, 2008.

Please make sure that you have completed the following. You will not be considered as a candidate unless you have.....

- Completed and dropped off the *Clairmont Campus Summer Staff Application* to the Clairmont Community Office, located on the second floor of the Clairmont Tower. You may also mail your completed application to Frank Gaertner, 1946 Starvine Way, Decatur GA 30033. Please mail your application early to make sure it is received by the deadline.
- Listed two references;
- Have a 2.75 G.P.A.;
- Be in good academic, financial and disciplinary standing with the University. We request permission to verify that you are in good standing on these accounts. Failure to grant permission will result in an incomplete application. Only complete applications will be considered for hire.

I understand that my signature on this application form certifies that all information is correct to the best of my knowledge. I understand that this form will be used solely for Summer Staff interviews. I understand that this form is part of the Summer Staff interview process and will become the property of Emory University. This application is due Friday, March 28, 2008 by noon in the Clairmont Community Office.

I hereby give permission to the Office of Residence Life & Housing to verify my:

- Cumulative grade point average with the Office of the University Registrar (minimum GPA of 2.75 is required)
- Financial standing with the Bursar's Office
- Disciplinary standing with the Conduct Office and the Office of Residence Life & Housing

Signature

Date

Please return your application package to...

Frank Gaertner
Director of Clairmont Campus
1946 Starvine Way
Decatur GA 30033
{e-mail} frank.gaertner@emory.edu
{phone} 404.727.1695
{fax } 404.727.8835

Emory University strives to provide its staff members with the most rewarding and fulfilling employment experience possible. Emory reaffirms its commitment to the principles of equal opportunity in employment and education for every current and prospective employee. University policies and practices prohibit discrimination based on race, color, national origin religion, sex, sexual orientation, disability or veteran status.