

**Residential Life  
Residence Hall Desk Attendant Application**

**Please complete this entire application. Incomplete applications may be discarded.**

Name: \_\_\_\_\_

Your Res Hall: \_\_\_\_\_ Room Phone: \_\_\_\_\_

Permt: Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_ Cell Phone: \_\_\_\_\_  
(optional)

Applying for: (circle one)      **Fall**    **Spring**    **Summer**

Number of enrolled credits for applicable term: \_\_\_\_\_ GPA: \_\_\_\_\_ (If applicable)

Current class standing: (circle one)      **Freshman**    **Sophomore**    **Junior**    **Senior**    **Grad**

Are you receiving aid through Work Study? (circle one)      **Yes**    **No**

Have you been employed by Valparaiso University? (circle one)      **Yes**    **No**

If yes, please fill in the department, position, and supervisors name and number:

Department: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor's Name and Phone Number: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor's Name and Phone Number: \_\_\_\_\_

If you have been employed outside of Valparaiso University, please fill out the following information about your last two positions:

Department: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor's Name and Phone Number: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor's Name and Phone Number: \_\_\_\_\_

Please list what groups and activities you are involved in, are anticipating involvement in, or have been involved in the past. Also please provide the hours you are/anticipate/were committed to each activity.

---

---

---

---

---

(over)

**Please answer the following questions in the space provided, or attach an additional sheet.**

Why do you want to work as a Desk Attendant?

---

---

---

---

When working with others, what role do you typically assume?

---

---

---

---

What does it mean to work as part of a team? How do you feel that applies to being a DA?

---

---

---

---

---

**Please attach a copy, or listing of your class schedule for the applicable semester.**

- All information I have provided is true and accurate to the best of my knowledge.
- I understand that any false information provided may be grounds for dismissal or disqualification from any desk position.
- I also understand that if hired, I will be expected to work all scheduled hours including weekends, evenings, and break periods.
- I understand that if hired, I must attend all meetings and mandatory training sessions for the Desk Attendant team.

I have read the above information and agree to the terms outlined.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return completed application and class schedule to your Residential Learning Coordinator or Assistant Coordinator through your Front Desk.**