

FRESNO STATE

University Courtyard

2017-2018 Public Safety Assistant Application

Please type or print the application in blue or black ink. When you have completed both sides of the application, please attach a resume, an unofficial transcript, the reference list form, and the required essays. Recommendation forms should come back to University Courtyard directly from your reference provider. If you have any questions about the application, please contact Tanis Matlock at (559) 278-2345 or via email at tmatlock@csufresno.edu

RETURN COMPLETED APPLICATIONS TO THE ATRIUM FRONT DESK NO LATER THAN NOON ON JUNE 30, 2017. REFERENCE FORMS ARE DUE TO UNIVERSITY COURTYARD BY June 30, 2017.

Please type or print neatly:

Name: _____
(Last) (First) (Middle)

Student ID Number: _____ Email: _____

Current Address: _____
(Street or PO Box) (Apartment #)

(City) (State) (Zip Code)

Telephone: () _____ Cell Phone: () _____

Permanent Address: _____
(Street or PO Box) (Apartment #)

(City) (State) (Zip Code)

Total Number of Completed Units: _____ Class Standing: _____

Fall 2016 Semester GPA: _____ Cumulative GPA: _____ Major: _____

Candidates who do not meet the 2.5 GPA requirement may not be granted an interview

Are you able to perform the essential functions of the Public Safety Assistant job, either with or without reasonable accommodation? _____
If not, describe the functions that cannot be performed _____

University Courtyard does not discriminate on the basis of race, religion, sex, age, physical challenge, marital status, sexual orientation or national origin in admissions, scholarship and other institutional programs and activities. We also comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.

APPLICATION QUESTIONS: Attach a typed essay in response to each of the questions below:

1. Describe how your background, interests and activities relate to your ability to perform effectively in the Public Safety Assistant position.
2. List involvements/commitments/leadership positions you will have during the 2017-2018 academic year (include volunteer work, clubs/organizations, etc.)? Please elaborate on the time you have committed to each of these activities and how it might impact your position as a Public Safety Assistant.
3. What previous community living experience have you had, and how has this shaped your desire to be a Public Safety Assistant?
4. What are some of the significant leadership and service experiences you have had that relate to the Public Safety Assistant position? How would you apply those experiences to the Public Safety Assistant Role?
5. After reviewing the job description, what areas of the position do you feel you would excel in and which areas would you find the most challenging?

RESUME:

Attach a copy of your current resume highlighting all relevant experiences as it relates to the Public Safety Assistant position.

Suggested categories for your resume include:

- **Employment History:** Employer, position held, dates, short description of duties
- **Leadership and Organizational Involvement (on and off-campus):** Organization name, position held, dates
- **Accomplishments/Special Training:** Title of awards, certificates, conferences, courses, presentations that would be helpful as a Public Safety Assistant (include a short description)

RECOMMENDATION FORMS:

For all Applicants: Three (3) recommendation forms are required to complete your application. These forms are due by **Friday, June 30, 2017**. Please follow the directions on the cover letters of the recommendation forms. In order to have a complete application, you must submit recommendation forms from the following:

- One current or former employer
- One faculty member
- One current Residential Life staff member. For applicants who do not live on campus, you may submit your recommendation form from any unrelated person who knows you well and would be able to speak to your character and work ethic.

SIGNATURE:

In signing this application, I verify that the information I have given is correct and understand that should any information be determined to be false, I may be dismissed from the application process. I also give permission for University Courtyard professional staff to verify the information contained in this application, including accessing grade reports for the semester prior to application and any semester I work for University Courtyard.

Signature: _____

Date: _____

RETURN APPLICATION TO:

University Courtyard
Tanis Matlock
Interim Residential Life & Student Conduct Coordinator
5152 N. Barton Ave. M/S RH 82
Fresno, CA 93740-8013
Phone: 559-278-2345
FAX: 559-278-5020

Please remember to turn in your application, resume, essays, reference list and transcripts before the deadline.
DO NOT WAIT for your recommendation forms.