



University Courtyard

2017-2018 Public Safety Assistant Application: Reference List

The Three (3) enclosed recommendation forms should be distributed to the following:

1. A professor or instructor of a class you have taken during your college career.
2. A current or former supervisor of a job you have held previously. If you have no previous work experience, you may have someone else fill out the form.
3. A current Residential Life Staff member (exception: Resident Director). If you do not currently live in University Courtyard, you may have anyone who you believe knows you enough to recommend you for the position.

Please provide the following information regarding your references:

	Name	Phone Number	Relationship to Applicant
1. Faculty/Instructor	_____	_____	_____
2. Supervisor	_____	_____	_____
3. Res Life Staff or other person if not living in University Courtyard	_____	_____	_____

IMPORTANT INFORMATION:

Your application process is not complete until all paperwork is received. A complete file includes the following by **Friday, June 30, 2017 by noon:**

- Application
- This form (Reference List)
- Your resume
- Print out of transcript (from your portal)
- Typewritten essays
- Three recommendation forms (due June 30, 2017)

If you have any questions, please contact Tanis Matlock at 559-278-2345