



RESIDENT ASSISTANT APPLICATION

Federal law recognizes the right of church-related institutions to seek personnel who will support the goals of the institution, including the right to select members of the church to which the institution is related.

1. To obtain an application, visit www.harding.edu/studenthr and select the “Student Forms” link. You will need to fill out the Student Job Application as well as the Resident Assistant Supplement.
2. Please type or print legibly when filling out your application.
3. Complete the application thoroughly and accurately. Then, return your application to the Human Resources Office, located in Ezell 131.
4. Give the Church Recommendation form to an elder, deacon, or minister where you attend locally.
5. Give the Faculty RA Recommendation forms to two teachers who have taught you at Harding.
6. Give the Residence Hall RA Recommendation forms to your present RLC and your present RA.
7. Give the General Reference forms to two adults: a recent on-campus work supervisor or a non-relative associated with Harding University in some capacity (i.e., administrator, staff member, club sponsor, campus minister, etc.).
8. Letters will be sent to notify applicants of appointments to RA positions as soon as final decisions are made.
9. Be sure to print your name **and** the name of your first preference dorm on **each** referral sheet. (This includes the Church Recommendation form.)

Thank you for applying! Best wishes!

Name: _____
Harding ID: _____

List the name and address of an elder, deacon, or minister where you attend locally who could recommend you:

(Name) (Address)

Church Preference: _____

Local congregation where you hold membership: _____

If no local membership, where do you worship locally? _____



Your Current Dorm and Room Number: _____

Dorm in which you wish to serve (in order of preference):

List names and information for your current RLC and RA:

1. _____

(RLC Name)

(Dorm)

2. _____

(RA Name)

(RA Dorm / Room #)

3. _____

List the names and addresses of two (2) Harding faculty who could recommend you:

(Name)

(Campus Box)

Major: _____ Date of Birth: _____

Total Credit Hours: _____ Cumulative GPA: _____

(Name)

(Campus Box)

Number of semesters (excluding summer sessions) you have been in college: _____
Number of semesters you have lived in a college/university residence hall: _____

List the names and addresses of two (2) adults, such as a recent on-campus work supervisor or a non-relative associated with Harding in some capacity, who could recommend you (i.e. administrator, staff member, club sponsor, campus minister, etc.):

(Name)

(Address)

(Name)

(Address)

Will you be enrolled at the Searcy campus during both the fall and spring semesters of the upcoming school year? _____ Yes _____ No
If no, please explain:

Circle any of the following in which you will be involved during the fall or spring semester of the upcoming year:

DormNet RA, Internship, Publications Staff, Student Teaching, Field Placement, Nursing Clinicals, Student Impact, University Band or Choral Group, Performance Group (e.g. Theatron, Belles & Beaux, Good News, etc.)

Please answer the following questions to the best of your ability on a separate sheet of paper:

1. List your school related activities (include scholarships, academic/other honors, athletics, club/campus/community activities).
2. What are your hobbies and leisure time activities?
3. List your personal strengths and weaknesses.
4. List any disciplinary measures dealing with you as a student here at Harding.
5. Describe how you would handle a peer asking you to "cover" rules violations for them.
6. What personal rewards do you expect to receive as a result of serving as an R.A.?
7. Give a written explanation of why you are attending Harding University.
8. Tell why you would be a positive force for the administration and the students as you serve in the residence hall as an R.A.

Be sure to put your name and Harding I.D.# on each page used. Attach those answers to this application.



I do hereby waive my right of access to the information contained in my file pertaining to my recommendations and references used in considering my application for the position of Resident Assistant. The information I have provided on this application is true and correct to the best of my knowledge.

(Signature)

(Date)

Church Recommendation Form

Authorization to Release Reference Information



Harding University is a Christian institution of higher education. The purpose of the University is to give students an education of high quality which will lead to an understanding and philosophy of life consistent with Christian ideals. This is accomplished by employing people of the highest moral and ethical character. The person listed below has applied for a position as a Resident Assistant in our campus residence halls.

I, _____, Harding I.D. # _____, hereby give consent
(Print Name of Applicant)

to any Elder, Deacon, or Minister to provide the information below with regard to my membership at
_____, located in _____.
(Name of Congregation) (City, State)

In consideration of the persons stated above providing the information so requested by the authorization, which I expressly so request and authorize, I release and indemnify the persons stated above, along with the stated congregation from all liabilities, claims, and action that may arise from this authorization, disclosure from this authorization, and any consequences of such disclosure.

This consent is valid for a period of six (6) months from the date indicated below. A copy of this form shall serve as an original.

Signature of Applicant: _____ Date: _____

Residence Hall in which applicant is applying to be an R.A.: _____

This portion to be completed by an Elder, Deacon, or Minister from the above listed congregation:

Would you recommend this individual to help us in accomplishing our mission?

Yes No Not known well enough to reply

Name (Please Print): _____

Title: _____

Signature: _____

Date: _____

Please return to:
Harding University
Box 12252
Searcy, AR 72149
Fax: (501) 279-4059



Thank you!



**RESIDENT ASSISTANT
RECOMMENDATION**

(Please give this form to a Faculty Member)

Name of Applicant: _____
(Please Print)

Dorm in which applicant
Is applying to be an RA: _____

Faculty Member Name: _____

Title: _____ Campus Box: _____ Phone: _____

Relationship to Applicant: _____ Length of time you have known the applicant: _____

****This is confidential information to which the applicant will not have access.****

Please circle the best response indicating the extent to which you agree with the items as related to the applicant for the position of Resident Assistant in the Residence Hall.

5—Strongly Agree 4—Agree 3—Undecided 2—Disagree 1—Strongly Disagree UK—Unknown

- | | |
|--|--------------|
| 1. Is spiritually minded—seeks to be Christ-like in all aspects of his/her life | 5 4 3 2 1 UK |
| 2. Dresses and behaves appropriately for classes, according to Harding standards | 5 4 3 2 1 UK |
| 3. Attends class on a regular basis | 5 4 3 2 1 UK |
| 4. Turns in assignments on time | 5 4 3 2 1 UK |
| 5. Does not argue about grades unless justified | 5 4 3 2 1 UK |
| 6. Has a pleasing personality— is not abrasive and demanding | 5 4 3 2 1 UK |
| 7. Is organized and responsible | 5 4 3 2 1 UK |
| 8. Is able to communicate orally | 5 4 3 2 1 UK |
| 9. Is able to work well in groups | 5 4 3 2 1 UK |
| 10. Has the respect of his/her peers | 5 4 3 2 1 UK |
| 11. Participates in class discussions | 5 4 3 2 1 UK |
| 12. Is emotionally stable | 5 4 3 2 1 UK |
| 13. Is dependable—does what he/she says he/she will do | 5 4 3 2 1 UK |
| 14. Is cooperative in accepting responsibility for coursework | 5 4 3 2 1 UK |
| 15. Enjoys being with people (not a loner) | 5 4 3 2 1 UK |

_____ Recommended

_____ Not Recommended

Comments:

(Signature)

(Date)

Thank you!



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Student Services Office
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Fax: (501) 279-4059



**RESIDENT ASSISTANT
RECOMMENDATION**

(Please give this form to a Faculty Member)

Name of Applicant: _____
(Please Print)

Dorm in which applicant
Is applying to be an RA: _____

Faculty Member Name: _____

Title: _____ Campus Box: _____ Phone: _____

Relationship to Applicant: _____ Length of time you have known the applicant: _____

****This is confidential information to which the applicant will not have access.****

Please circle the best response indicating the extent to which you agree with the items as related to the applicant for the position of Resident Assistant in the Residence Hall.

5—Strongly Agree 4—Agree 3—Undecided 2—Disagree 1—Strongly Disagree UK—Unknown

- | | |
|--|--------------|
| 1. Is spiritually minded—seeks to be Christ-like in all aspects of his/her life | 5 4 3 2 1 UK |
| 2. Dresses and behaves appropriately for classes, according to Harding standards | 5 4 3 2 1 UK |
| 3. Attends class on a regular basis | 5 4 3 2 1 UK |
| 4. Turns in assignments on time | 5 4 3 2 1 UK |
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_____ Recommended

_____ Not Recommended

Comments:

(Signature)

(Date)

Thank you!



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**RESIDENT ASSISTANT
RECOMMENDATION**

(Please give this form to your current RLC)

Name of Applicant: _____
(Please Print)

Dorm in which applicant
Is applying to be an RA: _____

Current RLC Name: _____

Dorm: _____ Campus Box: _____ Phone: _____

Relationship to Applicant: _____ Length of time you have known the applicant: _____

****This is confidential information to which the applicant will not have access.****

Please circle the best response indicating the extent to which you agree with the items as related to the applicant for the position of Resident Assistant in the Residence Hall.

5—Strongly Agree 4—Agree 3—Undecided 2—Disagree 1—Strongly Disagree UK—Unknown

- | | | | |
|--|--------------|---|--------------|
| 1. Is spiritually minded—seeks to be Christ-like in all aspects of his/her life | 5 4 3 2 1 UK | | 5 4 3 2 1 UK |
| 2. Upholds Harding standards; understands and respects the rules and regulations | 5 4 3 2 1 UK | | 5 4 3 2 1 UK |
| 3. Uses proper sign-out procedure | 5 4 3 2 1 UK | 4. Does not exceed special events | 5 4 3 2 1 UK |
| 5. Is in good enough health to handle RA responsibilities | 5 4 3 2 1 UK | 6. Has a pleasing personality—
is not abrasive and demanding | 5 4 3 2 1 UK |
| 7. Is organized and responsible with Health and Safety | 5 4 3 2 1 UK | 8. Is able to get along with all types of people | 5 4 3 2 1 UK |
| 9. Is able to communicate orally | 5 4 3 2 1 UK | 10. Has the respect of his/her peers | 5 4 3 2 1 UK |
| 11. Abides by dorm lobby policies | 5 4 3 2 1 UK | 12. Is emotionally stable | 5 4 3 2 1 UK |
| 13. Is dependable—does what he/she says he/she will do | 5 4 3 2 1 UK | 14. Is willing to confront another for misconduct | 5 4 3 2 1 UK |
| 15. Attends wing/dorm meetings when they are called | 5 4 3 2 1 UK | | |

_____ Recommended

_____ Not Recommended

Comments:

(Signature)

(Date)

Thank you!



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**RESIDENT ASSISTANT
RECOMMENDATION**

(Please give this form to your current RA)

Name of Applicant: _____
(Please Print)

Dorm in which applicant
Is applying to be an RA: _____

Current RA Name: _____

Dorm: _____ Campus Box: _____ Phone: _____

Relationship to Applicant: _____ Length of time you have known the applicant: _____

****This is confidential information to which the applicant will not have access.****

Please circle the best response indicating the extent to which you agree with the items as related to the applicant for the position of Resident Assistant in the Residence Hall.

5—Strongly Agree 4—Agree 3—Undecided 2—Disagree 1—Strongly Disagree UK—Unknown

- | | | | |
|--|--------------|---|--------------|
| 1. Is spiritually minded—seeks to be Christ-like in all aspects of his/her life | 5 4 3 2 1 UK | | |
| 2. Upholds Harding standards; understands and respects the rules and regulations | 5 4 3 2 1 UK | | |
| 3. Uses proper sign-out procedure | 5 4 3 2 1 UK | 4. Does not exceed special events | 5 4 3 2 1 UK |
| 5. Is in good enough health to handle RA responsibilities | 5 4 3 2 1 UK | 6. Has a pleasing personality—
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_____ Recommended

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Comments:

(Signature)

(Date)

Thank you!



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**RESIDENT ASSISTANT
RECOMMENDATION**

(General Reference—Refer to Instructions #7)

Name of Applicant: _____
(Please Print)

Dorm in which applicant
Is applying to be an RA: _____

Reference Name: _____

Address: _____ Phone: _____

Relationship to Applicant: _____ Length of time you have known the applicant: _____

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|--|--------------|--|--------------|
| 1. Is spiritually minded—seeks to be Christ-like in all aspects of his/her life | 5 4 3 2 1 UK | | |
| 2. Dresses and behaves appropriately for classes, according to Harding standards | 5 4 3 2 1 UK | | |
| 3. Attends worship regularly | 5 4 3 2 1 UK | 4. Possesses leadership ability | 5 4 3 2 1 UK |
| 5. Is representative of the type of student Harding stands for | 5 4 3 2 1 UK | 6. Has a pleasing personality—
is not abrasive and demanding | 5 4 3 2 1 UK |
| 7. Understands and respects Harding's rules and regulations | 5 4 3 2 1 UK | 8. Knows his/her limitations and willing to seek help if needed | 5 4 3 2 1 UK |
| 9. Can work with all personalities | 5 4 3 2 1 UK | 10. Has the respect of his/her peers | 5 4 3 2 1 UK |
| 11. Can handle heavy workload | 5 4 3 2 1 UK | 12. Is emotionally stable | 5 4 3 2 1 UK |
| 13. Is dependable—does what he/she says he/she will do | 5 4 3 2 1 UK | 14. Is capable of respecting others' rights while enforcing policy | 5 4 3 2 1 UK |
| 15. Enjoys being with people (not a loner) | 5 4 3 2 1 UK | | |

_____ Recommended

_____ Not Recommended

Comments:

(Signature)

(Date)

Thank you!



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**RESIDENT ASSISTANT
RECOMMENDATION**

(General Reference—Refer to Instructions #7)

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(Signature)

(Date)

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