



Office Use Only
Date Received: _____

LEADERSHIP INSTITUTE Student Counselor APPLICATION - 2010

Note: Applications **must be typed or printed neatly** and completed fully to be considered for employment. Applications are due as soon as possible.

PERSONAL DATA: Male: _____ Female: _____ DATE: _____

NAME: _____ SS #: _____
(LAST) (FIRST) (MI)

COLLEGE ADDRESS: _____ PHONE: _____

YEAR IN COLLEGE _____

PERMANENT ADDRESS: _____ HOME PHONE: _____

T-SHIRT SIZE: _____ CELL PHONE: _____ EMAIL: _____

Have you attended Leadership Institute before? If so, what year? _____

As a Counselor or Participant? (circle one)

EDUCATION: (IMPORTANT: Do not guess when filling in grade point averages. Record the figures that appear on your most current grade report.)

1. Last Semester's Grade Point Average _____ (Circle One: College/High School)

2. Cumulative Grade Point Average _____ (Circle One: College/High School)

3. Total college credits earned at time of application _____

4. Number of credit hours enrolled Spring 2010 _____

Major(s): _____ Minor(s): _____



REFERENCES: (Not a Relative)

Name	Title	Phone Number	Relationship to Applicant	How long have you known this reference?

ADDITIONAL INFORMATION: Please use additional paper as necessary.

Extracurricular Activities: (Athletics, Ambassador, SGA, Choir, Band, Drama, campus, community, other)

Organization Name	Position / Office	Length of Involvement	Desire to Continue

PREVIOUS EMPLOYMENT: List your past employment beginning with your most recent employment.

Position	From	To	Name & Street Address of Employer Include City, State, Zip Code & Phone Number



Student Counselor QUESTIONNAIRE

1. Do you have previous RA or student counselor experience? If so, when and where?
2. Do you have CPR & First Aid Certification? _____
Date of Certification _____
A photo copy of your certification must be submitted with your application.
3. Why do you want to be a Student Counselor for Leadership Institute? List at least two specific reasons.
4. What unique experiences have you had that would be helpful as a Student Counselor?
5. In your opinion, list the most important aspect of the Student Counselor position.
6. Have you facilitated programs and workshops? If your response is yes, please describe your experience.



7. Have you ever been disciplined at school (High School or College)? If so, explain circumstances.

8. Explain your comfort level with confronting individuals who violate policy.

The criteria used for selecting Residence Life Staff are:

1. Must be mature.
2. Experience in a residential, educational setting.
3. Experience leading and working with high school students.
4. Background in student activities, residence hall programming, or similar activities is preferred.
5. Knowledge of and ability to relate to culturally diverse students and sensitivity to problems and concerns of culturally diverse students.
6. Awareness of professional ethics including confidentiality.
7. Demonstrate strong interpersonal, communication, and leadership skills.
8. Capacity to confront and resolve conflicts.
9. Ability to assimilate facts, process viewpoints, and make decisions in compliance with administration policy.
10. Ability to work long and irregular hours.
11. Good conduct standing with current or previous college or school.

Failure to comply with the guidelines in this application may result in disqualification from the Resident Assistant selection process.

Dodge City Community College does not discriminate on the basis of race, gender, national origin, religion, age, disabilities, veteran/military status, ancestry or national origin. Applicants deserving support services during the application or interview process should contact the Personnel Office at (620) 227-9201.

Signature: _____

Date: _____



Dodge City Community College

AREA TECHNICAL CENTER

2501 North 14th Avenue • Dodge City, KS 67801-2399
(620) 227-9201 or 1-800-367-3222 ext 201 • www.dc3.edu

TO ALL APPLICANTS

RE: Identification of Minorities – Women, Persons with Disabilities, Disabled Veterans and Vietnam Era Veterans

In accordance with Executive Order 11256, Section 503 of the Rehabilitation Act of 1973 and Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974. Dodge City Community College is supportive of affirmative action to employ and advance qualified individuals, including minorities, persons with disabilities, disabled veterans and veterans of the Vietnam era.

Submission of the following information is voluntary. Refusal to provide this information will not affect your selection for employment. It will be kept confidential and will not be included with your application materials or provided to screening committees.

Please print:

Title of position for which you are applying _____

Name _____ Date _____

1. Race/Ethnicity – please check **one** word that best describes your racial or ethnic group.

White Black Hispanic Asian/Pacific islander American Indian/Alaskan Native

2. Male Female

3. Disability— Physical or mental impairment causing difficulty in securing, retaining or advancing in employment. Check **one** word that best describes your disability.

Visual Learning Speech Physical Developmental Other (describe below) None

4. Are you a disabled veteran? Yes No

5. Are you a Vietnam Era Veteran (service between August 1964 and May 7, 1975)? Yes No

If yes, date of discharge? _____

Signature _____ Date _____