



Picture yourself as a...

SENIOR/RETURNING DON

Applications due January 12, 2012

SENIOR AND RETURNING DON 2012-13 APPLICATION

Applications must be submitted in full by noon on Thursday, January 12 for consideration.

APPLICATION INFORMATION

- Access the application and job description online by visiting our website at <https://housing.queensu.ca/residence/>
- Pick up an application booklet from one of a number of locations on campus including:
 - Residence Life Office (Victoria Hall C110)
 - Jean Royce Hall, Leggett Hall and Victoria Hall Front Desks
- As most candidates complete the electronic application, only a limited number of paper copies will be distributed in order to reduce our paper waste.
- Application packages are to be submitted to the Residence Life Office (Victoria Hall C110) by **12:00 PM (noon) on Thursday, January 12, 2012**

Your application package should contain the following:

- A completed and signed application form

SELECTION PROCESS

The selection process consists of three stages:

- STAGE #1 Submit completed application to the Residence Life Office and sign up for your interview.
- STAGE #2 Candidates will be invited to participate in a personal interview. Business casual attire is strongly recommended. Interviews will occur in **45-minute time slots** during the week of **Jan. 24-27, 2012** with limited weekend and evening slots also available. Interviews will be booked on a first come, first serve basis upon handing in the application to the Residence Life Office.
- STAGE #3 Final decisions will be made following the interview process.
We hope to contact candidates with a decision no later than Tuesday, February 28, 2012.

QUEEN'S UNIVERSITY RESIDENCES

SENIOR AND RETURNING RESIDENCE DON APPLICATION

2012 - 2013

Electronic versions of this application are available at <https://housing.queensu.ca/residence/>

PERSONAL INFORMATION

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

Preferred First Name: _____

Queen's e-mail address: _____

Are you legally eligible to work in Canada? No Yes

Are you seeking a joint appointment with a committed partner? No Yes

Committed partners must have lived together as a couple (sharing of resources by 2 people) for a continuous period of at least 9 months. Candidates seeking a joint appointment must each submit a separate application.

If yes, partner's name: _____

Are you applying for a Senior Don position? No Yes

If you answered "Yes" to the question above, then please answer the following question:

If you are not hired as a Senior Don, would you like to be considered for a Returning Don position?

No Yes

Current Complete Mailing Address (if in residence include building and room)	Street Address:	
	City:	Province:
	Postal Code:	Telephone:
Permanent Complete Mailing Address	Street Address:	
	City:	Province:
	Postal Code:	Telephone:
At which address may we reach you during the summer?		

STATUS AT QUEEN'S

During the 2012-13 academic year, I will be registered in the following:

Faculty: _____ Major/Discipline: _____

Year of study effective September 2012: _____ Expected year of graduation: _____

If you will not be registered as a full-time student, please indicate full-time staff or faculty position and department in which you are employed at Queen's University:

If you will be registered as a full-time student, please answer the following questions?

Are you continuing in your current academic program at Queen's? No Yes

If you answered "No" to the question above, please answer the following question:

If you have applied to a different program at Queen's, have you been accepted? No Yes

If you have answered "No" to the question above, please answer the following question:

If you have not yet been accepted, by what date do you expect to be notified?

Date:

EXTRA-CURRICULAR ACTIVITIES, PAID EMPLOYMENT & OTHER COMMITMENTS

(Please indicate in order of importance to you)

Extracurricular Activities & Commitments Anticipated For 2012-2013	Hours Per Week

MISCELLANEOUS INFORMATION

I understand that I need to hold a valid Emergency First Aid certificate and Heart Saver "A" CPR certificate which must be valid until May 2013, and that I must provide a copy to the Residence Life Office prior to July 13, 2012. Yes

I understand that my contract begins on Tuesday, August 21, 2012. I understand that I must attend and complete all mandatory training, residence orientation and professional development sessions to retain my appointment. Yes

As a Senior or Returning Don, I know that it is incumbent upon me to set an example for all staff by actively participating in training at all times. Yes

I understand that I must be a student, staff or faculty member at Queen's University. As a student, I must be enrolled full-time in both the fall and winter semesters, in accordance with guidelines outlined by the Registrar's Office. As a staff or faculty member, I must work a minimum of thirty (30) hours per week. Requests to be below these minimums must be approved in advance by Residence Life. Yes

I understand that I must meet the Registrar's Office minimum registration fee deadline. Yes

I understand that I should have achieved at least a 65% average in the 2010-2011 academic year. If my average is less than 65%, I have submitted a letter of intent that includes a detailed plan outlining how I will balance the don role with my academic endeavours. Yes

I understand that the role of a Senior/Returning Don requires me to spend a substantial amount of non-class time in residence interacting with students and creating a respectful community. Yes

I understand that my term of employment begins on the first day of student staff training (Tuesday, August 21, 2012) and extends to twenty-four (24) hours after the last scheduled exam in December. It then resumes on the first Sunday before classes in January and extends to the last Residences move-out date for undergraduate students, which occurs twenty-four (24) hours after the last scheduled exam in late April/early May. This includes all long weekends and Reading Week. Yes

I understand that employment decisions are based on criteria such as: Yes

- A candidate's past job performance and job interview
- A review of the total time that a candidate has spent in the position
- An assessment of the energy, commitment and enthusiasm of the candidate
- A candidate's ability to show leadership to incoming staff

If you require additional information or clarification regarding any of the above terms, please contact the Residence Life Office at 613-533-6790 or reslife@queensu.ca prior to submitting your application.

Have you ever been convicted of a federal criminal offence for which a pardon has not been granted? No Yes

Have you ever been found responsible of inappropriate academic or non-academic conduct during your University career? (e.g. a violation of the University Code of Conduct or any Residence infraction) No Yes

If yes, please provide a brief description of the situation, the outcome and the name of a university official whom we may consult about the situation:

ACCOMMODATION

To ensure fairness and equity in our selection process, if you require accommodation for a disability or health issue in order to participate in the selection process (e.g. mobility concerns, large print text, sensitivities/allergies, etc.), please contact the Residence Life Office when you submit your application.

If you become a successful candidate and require accommodation for a disability, please approach the Residence Life Office to discuss your requirements. You should also complete the "Special Considerations" section of our Residence Application Form so that we can address your situation to the best of our ability.

The personal information collected on this form is collected under the authority of the Royal Charter of 1841, as amended. The information is used for the following purposes:

- to determine eligibility for such a position in the Queen's University Residences;
- to determine building and room assignment preference;
- to provide contact information;
- to assist in meeting individual special needs and considerations during the selection process;
- to disseminate information
- for quality assurance purposes; and
- to provide information to government agencies (such as the Municipal Property Assessment Corporation) for the purpose of municipal, provincial or federal elections.

Queen's University Residences maintains current and historical applicant data, and takes extensive measures to ensure its security and confidentiality. It is the applicant's responsibility to ensure that the information submitted is complete and correct.

Please note: Information provided in references will be held in confidence and will not be available to applicants.

If you have any questions or concerns about the information collected or how it will be used, contact the Residence Life Office by telephone at (613) 533-6790.

I hereby declare that the information on this application form and that which is attached is true and complete. I understand that the information may be verified, and a false statement may disqualify me from employment or cause my dismissal.

Signature

Date

Residence Life Office, Victoria Hall C110
Queen's University, Kingston, ON K7L 3N8
Phone: (613) 533-6790 Fax: (613) 533-2919
Email: reslife@queensu.ca