

New Student Programs 2012 Application Form

If you are going to submit this form by email, you **must** use the latest version of **Adobe Reader** to complete it. Get Adobe Reader [here](#). Other PDF readers may produce an unreadable file.

Full Name: _____

VCU eID: _____ VCU Email: _____

Current Classification (ex. First Year, sophomore): _____

VCU Cumulative GPA: _____ Current/Expected Major: _____

Local Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Permanent Mailing

Address: _____

City: _____ State: _____ Zip: _____

Emergency Contact Name: _____

Phone Number: _____

Relationship to Applicant: _____

What position are you applying for? If you are applying for more than one position, please rank them with number "1" being your top choice.

Orientation Leader

Office Assistant

Residence Orientation Manager

I entered VCU as a: freshman transfer student.

My first semester at VCU was _____ (date)

I attended orientation when I came to VCU. Yes No

Are you able to provide the necessary documentation for VCU Payroll? For example, a social security card, I-20, birth certificate, driver's license, and have an active checking account?

Yes No

Reference Information

Reference 1 Name: _____

Phone: _____

Reference 2 Name: _____

Phone: _____

If you have not secured reference information yet, leave Reference section above blank. Paper reference forms must be sealed in a separate envelope and submitted directly to New Student Programs by 5 pm February 22. Electronic forms can be emailed to nso@vcu.edu or delivered to Hibbs 201. It is your responsibility to verify that your application packet, including references, is complete and on time.

New Student Programs Application Questions

Please answer the following questions on a separate piece of paper and attach to your application packet.

1. List activities you have been involved in at VCU.
2. Why do you want to be apart of the New Student Programs Staff?
3. How are you a good representative of VCU?
4. Why is orientation important for incoming students and their families?
5. Provide a brief summary of the transitions students typically face during their first year at VCU.
6. VCU has an extremely large and diverse student population. How has the University's size and diversity affected you as a student?
7. In your opinion, what is the single most important thing for a new student to learn during their time at orientation? How would you teach them this?
8. List any time commitments for this summer that you are aware of (i.e. dates of vacation or other activities) that might impact your summer orientation duties.

Completed application packets, including all required forms, must be submitted by 5 p.m. on Wednesday, February 22. Application materials may be submitted electronically to nso@vcu.edu or physically to New Student Programs, Hibbs Hall room 201. You are responsible for verifying that your application packet is complete.

I have read and understand the enclosed responsibilities and requirements of the New Student Programs Staff positions. I also agree that the information submitted on this application is complete and correct and may be verified and utilized by members of the New Student Program s Staff Selection Committee. By submitting this application, I give permission for the selection committee to view my academic and student discipline records. Attach a copy of your unofficial VCU transcript available from e-Services.

Printed Name _____

Signature of Applicant _____

Date _____

**New Student Programs
2012 Application
Reference Form 1**

NAME OF APPLICANT:

TO THE EVALUATOR: The student listed above is applying for a New Student Programs Staff position at Virginia Commonwealth University. If chosen, this student would introduce entering students and their family members and guests to VCU by leading discussion groups, explaining academic policies and procedures, and conducting campus tours. This position calls for a person with a high degree of maturity and flexibility, and one who has exhibited significant leadership ability. For detailed descriptions of the 2011 New Student Programs positions log on to <http://www.vcu.edu/uc/> and select "Join the New Student Program Staff" Please comment on the capabilities of this individual based on your interactions.

Please complete this reference form by Wednesday, February 22 at 5 p.m. References must be received in a sealed envelope in directly to New Student Programs, Hibbs Hall room 201, 900 Park Avenue, PO Box 842002, Phone: 804-828-3700 or they can be emailed to nso@vcu.edu. If returning to applicant, please seal and sign the envelope. Thank you for your assistance in our selection process.

Name of Reference:

Email: _____

Phone: _____

Department:

I know this applicant: Very well Casually Not well enough to rate

How long have you known the applicant? _____

Relationship to applicant: _____

PLEASE PROVIDE INFORMATION ABOUT THE APPLICANT IN THE FOLLOWING AREAS:

COOPERATION AND ABILITY TO WORK WITH GROUPS: Address this applicant's attitude and ability to work with others. What role(s) have you witnessed him/her playing in group interaction? Is s/he receptive to suggestions and criticism?

RESPONSIBILITY: Address the degree to which this person is dependable, prompt, and conscientious.

INTERPERSONAL RELATIONSHIPS: Address this applicant's ability to relate to and create a positive first impression for students, parents, faculty, and administrators.

SENSITIVITY: Comment on the applicant's openness to diverse populations.

MOTIVATION AND INITIATIVE: Discuss how this applicant motivates others, is a self-starter or initiator.

MATURITY: Comment on the applicant's maturity level and sense of professionalism

Based on your knowledge of the applicant, as well as the type of position for which s/he is applying, please indicate your overall recommendation for how this person will function in this position.

Recommend highly Recommend Recommend with reservations Do not recommend

Signature of Reference

Date

**New Student Programs
2012 Application
Reference Form 2**

NAME OF APPLICANT:

TO THE EVALUATOR: The student listed above is applying for a New Student Programs Staff position at Virginia Commonwealth University. If chosen, this student would introduce entering students and their family members and guests to VCU by leading discussion groups, explaining academic policies and procedures, and conducting campus tours. This position calls for a person with a high degree of maturity and flexibility, and one who has exhibited significant leadership ability. For detailed descriptions of the 2011 New Student Programs positions log on to <http://www.vcu.edu/uc/> and select "Join the New Student Program Staff". Please comment on the capabilities of this individual based on your interactions.

Please complete this reference form by Monday, February 22 at 5 p.m. References must be received in a sealed envelope in directly to New Student Programs, Hibbs Hall room 201, 900 Park Avenue, PO Box 842002, Phone: 804-828-3700 or they can be emailed to nso@vcu.edu. If returning to applicant, please seal and sign the envelope. Thank you for your assistance in our selection process.

Name of Reference:

Email: _____

Phone: _____

Department:

I know this applicant: Very well Casually Not well enough to rate

How long have you known the applicant? _____

Relationship to applicant: _____

PLEASE PROVIDE INFORMATION ABOUT THE APPLICANT IN THE FOLLOWING AREAS:

COOPERATION AND ABILITY TO WORK WITH GROUPS: Address this applicant's attitude and ability to work with others. What role(s) have you witnessed him/her playing in group interaction? Is s/he receptive to suggestions and criticism?

RESPONSIBILITY: Address the degree to which this person is dependable, prompt, and conscientious.

INTERPERSONAL RELATIONSHIPS: Address this applicant's ability to relate to and create a positive first impression for students, parents, faculty, and administrators.

SENSITIVITY: Comment on the applicant's openness to diverse populations.

MOTIVATION AND INITIATIVE: Discuss how this applicant motivates others, is a self-starter or initiator.

MATURITY: Comment on the applicant's maturity level and sense of professionalism

Based on your knowledge of the applicant, as well as the type of position for which s/he is applying, please indicate your overall recommendation for how this person will function in this position.

Recommend highly

Recommend

Recommend with reservations

Do not recommend

Signature of Reference

Date