



Please complete this form and return it to the Principal, Dr Jane Williamson, together with a copy of your academic record and references by **Friday 08 October 2010**.

1. Personal Details

Family Name Given Names

Date of Birth

Address
.....

Telephone home..... work fax

Email

2. Previous work experience.

Previous Positions of Responsibility:

Describe your current career objectives and aspirations and your present employment status

3. University experience (please attach a copy of the official transcripts for all courses you have undertaken).

Qualifications

Majors

Current course of study

Any scholarships, prizes or special awards

Have you had any teaching or tutoring experience? If yes, in what areas?

4. College

Describe the benefits and / or challenges that you have faced living in a residential college. If you have never lived in one, why do you want to now?

How do you perceive the role of RA in The Women's College?

What strengths will you bring to the role? Please give details of any work or life experiences you have had that you believe would be useful in carrying out the role of a resident assistant.

REFERENCES

Please provide the names and addresses of two referees:

Referees:

1. Name: _____
Address: _____

Tel: _____
Email: _____

2. Name: _____
Address: _____

Tel: _____
Email: _____

Please forward a copy of The Women's College Referees' Report Form to each of your referees requesting that the completed reports be received directly by the College by **Friday 08 October 2010**.



Resident Assistant Referee's Report

Applicant Name:

Referee Details

Name:

Address:

Tel: Business:

Home:

Email:

Position in organisation and organisation name:

Relationship to Candidate:

Below is a listing of some of the responsibilities of a Resident Assistant. Identified with each responsibility are traits and skills necessary for the Resident Assistant to be successful. Please rate the candidate on each trait using the following scale:

- 0= unable to comment
- 1= not as good as some
- 2= as good as most
- 3= better than most
- 4= outstanding

Student/Role Model

Academic Achievement -----
 Responsibility -----
 Maturity -----
 Emotional Stability -----
 Integrity -----

Programmer/Community Organiser

Organisational Skills -----
 Creativity -----
 Initiative -----
 Enthusiasm -----

Personal Characteristics

Interpersonal Skills -----
 Objectivity -----
 Assertiveness -----
 Leadership Potential -----
 Honesty -----
 Approachability -----

Administrator

Reliability -----
 Efficiency -----
 Conscientiousness -----

Peer Counsellor

Caring/concern -----
 Communication Skills -----
 Approachability -----
 Genuineness -----

Directions to the Referee:

Please comment on the applicant, as you know him/her. Use specific examples where the candidate has demonstrated to you the following attributes. If you are unable to comment, please leave blank.

Leadership Qualities and Abilities (this may include self-motivated, innovative, good decision making, ability to influence others to a common goal)

Ability to work with others (this may include interpersonal skills, teamwork, conflict resolution, client focus, ability to work co-operatively)

Adaptability, flexibility and initiative (this may include lateral thinking, managing under pressure, ability to maximise opportunities)

Additional comments

Please return to: Dr Jane Williamson
Principal
The Women's College
University of Sydney
NSW 2006

By Friday 08 October 2010

Fax 02 95175023
Email: principal@thewomenscollege.com.au