



MILWAUKEE BALLET

Michael Pink, Artistic Director

SUMMER INTENSIVE RESIDENT ASSISTANT APPLICATION PACKET

SUMMER 2019

Thank you for your interest in the Milwaukee Ballet Summer Intensive Resident Assistant Position.

Interviews will begin in January and will continue until all positions are filled.

The application process involves the following:

1. Become familiar with Milwaukee Ballet's Summer Intensive Program by visiting www.milwaukeeballet.org
2. Review the Resident Assistant expectations below
3. Complete and submit the following paperwork, sending it as one file:
 - a. Cover letter describing why you are interested in and what you hope to gain from the position
 - b. Resume, highlighting experiences related to Resident Assistant work
 - c. Contact information for three references you have known for at least 12 months
 - d. Application (below)
 - e. Background check forms (below)

After your application is reviewed, you will be contacted for an initial interview, if your application demonstrates the necessary qualifications. Interviews can be conducted over the phone or in person, depending on your location.

Applications should be submitted to Alyx Johnson, MBSA Administrator, at ajohnson@milwaukeeballet.org

SUMMER INTENSIVE RESIDENT ASSISTANT POSITION OVERVIEW

Positions Available:	Live-in Resident Assistants or Part-Time Resident Assistants
Dates of Employment:	Friday, June 14-Saturday, July 27, 2019
Employer:	Milwaukee Ballet, 504 W. National Ave., Milwaukee, WI, 53204
Location of Employment:	Sandburg Halls at University of Wisconsin-Milwaukee

DESCRIPTION/QUALIFICATIONS, LIVE-IN AND PART-TIME RESIDENT ASSISTANTS

- Must be mature, responsible and dependable
- Demonstrate sound judgement and good decision-making skills
- Able to remain calm and professional always
- Able to work independently and as part of a team
- Prior resident assistant, camp counselor, or teaching experience required
- Dance experience not required
- Must be at least one year post high school at the start of the program
- Cannot also be enrolled in the Milwaukee Ballet Summer Intensive Program

RESIDENT ASSISTANT RESPONSIBILITIES

- Maintain a safe, welcoming environment for students and fellow staff
- Report on-time for all shifts, ready to work
- Ensure all students are following the rules and policies of the program, always
- Get to know all students so potential conflicts and problems can be recognized early
- Oversee student check-out/check-in
- Assist students with roommate conflicts, homesickness or any other pertinent issues
- Plan safe, appropriate, enjoyable activities for students
- Maintain open lines of communication between other Residents Assistants and Housing Manager
- Complete all necessary record-keeping paperwork
- Attend weekly staff meetings

LIVE-IN RESIDENT ASSISTANT COMPENSATION

- \$355 per week
- Single room (with student suitemates)
- Meal plan at Sandburg Halls
- Free classes within the summer program when not on duty
- Parking, if needed

PART-TIME RESIDENT ASSISTANT COMPENSATION (EVENING AND WEEKEND HOURS)

- \$10.50 per hour for approx. 20 hours per week
- Welcome to take classes within the summer program when not on duty
- Parking, if needed

SCHEDULING

Resident Assistants will be scheduled for approximately 40 hours of shifts over the course of the week by working 2-3 of the designated responsibilities and will receive one period of 24 hours off consecutively. The Resident Assistant schedule will be made by the Housing Manager and shifts can only be changed with the Housing Manager's permission. It is imperative that problems or conflicts with the schedule are discussed with the Housing Manager as soon as they are discovered. The Housing Manager must be notified of emergency changes in the schedule. Actual schedule will be provided once the full team is hired, but here is a sample schedule:

SAMPLE SCHEDULE FOR FULL-TIME, LIVE-IN RESIDENT ASSISTANT								
Duty	Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Day Off	7:00a.m.-7:00a.m.		Day off					
Bus Check	8:00-9:00a.m.	ON						
Lower Lounge	7:00a.m.-12:00p.m.				ON		ON	
Lower Lounge	12:00-5:00p.m.	ON						ON
Lower Lounge	5:00p.m.-bed check					ON	ON	
Upper Lounge	5:00p.m.-bed check			ON				
Activity	Evening				ON			
Rover	6:00p.m.-second curfew	ON						
Bed Check	at designated times			ON		ON		ON

SAMPLE SCHEDULE FOR PART-TIME RESIDENT ASSISTANT								
Duty	Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Lower Lounge	7:00a.m.-12:00p.m.							ON
Lower Lounge	12:00-5:00p.m.						ON	
Lower Lounge	5:00p.m.-bed check					ON		
Upper Lounge	5:00p.m.-bed check		ON					
Activity	Evening							
Rover	6:00p.m.-second curfew							
Bed Check	at designated times					ON		ON

If after reading this information, you are interested in applying for a Milwaukee Ballet Summer Intensive Resident Assistant Position, please continue with the application process below.

EMPLOYMENT APPLICATION

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religion, sex, sexual orientation, age, national origin, ancestry, disability, veteran status, marital status, conviction record, or any other characteristic protected by law.

GENERAL INFORMATION

Last name _____ First name _____

Street Address _____

City _____ State _____ ZIP _____

Telephone _____ Email _____

Are you a U.S. citizen or otherwise authorized to work in the U.S.? Yes No

EMPLOYMENT DESIRED

Desired position Full-Time, Live in Resident Assistant Part-Time Resident Assistant

Have you ever applied for employment here? Yes No

When? _____ What position? _____

Have you ever been employed by this company? Yes No

When? _____ What position? _____

Are you presently employed? Yes No May we contact your present employer? Yes No

CRIMINAL BACKGROUND

When completing this section, do not disclose information regarding convictions that have been judicially sealed, expunged, eradicated, impounded, or dismissed. Do not disclose information regarding juvenile court convictions or minor traffic violations. A conviction record does not automatically bar you from employment with the Company. All of the job-related circumstances surrounding convictions will be considered.

Have you been convicted of, pled guilty or no contest to, been imprisoned, or on probation for any felony?

YES _____ NO _____

Have you been convicted of, pled guilty or no contest to, been imprisoned, or on probation or parole, for any misdemeanor? YES _____ NO _____

Do you currently have charges pending against you? YES _____ NO _____

Are you currently on probation? YES _____ NO _____

If you answered YES to any of the above questions, please explain completely. Attach additional sheets if necessary.

EDUCATION

Type of School	School Name and Location	Highest Grade Completed	Course of Study/Major and Degree
High School or G.E.D.		9 10 11 12/GED	
College or University		1 2 3 4	
Vocational or Trade School			
Graduate or Professional School			
List any work-related certifications or licenses you currently possess.			

Please list any scholastic honors received and offices held in school.

Are you planning to continue your studies? Yes No If yes, where and what courses of study?

Please Read Carefully Before Signing:

I certify that all information provided by me on this application is true and accurate. I understand that any falsification or omission of information may disqualify me from further consideration for employment or, if hired, may result in termination regardless of the time elapsed before discovery.

I authorize the Company to contact my previous employers, schools, or persons listed as references to give any information regarding employment or educational record and release the same from any liability that may result from the information released. I authorize employers, schools, and other persons named on this application, to provide any information or transcripts requested.

I understand that any employment with the Company is contingent upon me providing sufficient documentation necessary to establish my identity, and that I am required to provide approved documentation to the Company that verifies my right to work in the United States on the first day of employment.

I understand that, where permissible under applicable law, I may be subject to a pre-employment background check after receiving a conditional offer of employment to investigate my criminal background and other matters related to my suitability for employment. I understand that a separate disclosure and consent form will be provided to me prior to any background check.

Signature _____ Date _____



DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Milwaukee Ballet (the Company”) may obtain information about you from a third party consumer reporting agency for employment purposes. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, or other background checks. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report is an employment history or verification. These searches will be conducted by USAFact, Inc., 6240 Box Springs Blvd Riverside, CA 92507, 800-547-0263, www.usafact.com. The scope of this disclosure is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports throughout the course of your employment to the extent permitted by law.

BACKGROUND INFORMATION FORM

Last Name _____ First _____ Middle _____

Other Names/Alias _____

Social Security # _____ Date of Birth _____

Driver’s License # _____ State of Driver’s License _____

Present Address _____ Phone Number _____

City/State/Zip _____

The following States require sex and race information: GA, ID, MT (circle): Male Female

*This information will be used for background screening purposes only and will not be used as hiring criteria.

ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate document entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of consumer reports” and/or “investigative consumer reports” by the Employer at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by USAFact, Inc., 6240 Box Springs Blvd Riverside, CA 92507, 800-547-0263, www.usafact.com, and/or Employer itself. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

New York applicants only: Upon request, you will be informed whether or not a consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law

Washington State applicants only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Minnesota and Oklahoma applicants only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

California applicants only: Under California Civil Code section 1786.22, you are entitled to find out what is in the CRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The CRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the CRA file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. CRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the CRAs. Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the CRA require additional information concerning your employment and personal or family history in order to verify your identity. The CRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An CRA may require you to furnish a written statement granting permission to the CRA to discuss your file in such person's presence. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

Background authorization signature _____ **Date** _____