Dear Candidate:

In the application packet, you will find a SWARM (Summer Winthrop Area Residential Maintenance) job description that lists requirements and responsibilities of the position. You will also find the application form. Please be sure to provide your responses to the two questions on a separate piece of paper, and make sure you attach your responses to the application.

All applicants will be notified by letters concerning their job status and some candidates will be invited for individual interviews.

Applications are due to the Residence Life Office (233 Dinkins) by no later than 5p.m., Thursday, March 11th, 2010.

On behalf of the Department of Residence Life, I would like to thank you for your interest in the SWARM crew member position.

Sincerely,

John "JT" Timmons
SWARM Coordinator
Assistant Director of Residence Life
### SWARM crew

**[please type or print neatly]**

<table>
<thead>
<tr>
<th>Name</th>
<th>Winthrop Student #</th>
<th>Local Address</th>
<th>Local Phone/ Cell Phone</th>
<th>Winthrop E-mail Address</th>
<th>Home Address</th>
<th>Permanent Phone</th>
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**Academic Status At Time of Application:**

- **number of semesters attended at Winthrop (including present term)** __________
- **Total # of hours completed** __________  
  (do not include currently enrolled hours)
- **hours earned last semester** ________  
  GPA ________  
- **hours enrolled this current semester** __________
- **Major** __________  
  **Minor** __________  
- **Graduation Date** ________

- **Are you qualified for work study?** circle one: YES  NO
- **Will you be able to work all summer beginning Monday, May 10 to Thursday, August 19, 2010?** circle one: YES  NO
- **Are you currently enrolled as a student at Winthrop University for Spring Semester 2010** circle one: YES  NO
- **Are you currently enrolled or planning to enroll as a student at Winthrop University for Fall Semester 2010** circle one: YES  NO
- **Do you plan to be enrolled in summer school for any time during the summer months of 2010 while in S.W.A.R.M.** — If “YES”, please specify time and dates on another sheet of paper. circle one: YES  NO
- **Do you have other commitments during the summer months of 2010 that could interfere with the work schedule as a summer S.W.A.R.M. employee? Please explain:**
  ______________________________________________________
  ______________________________________________________
  ______________________________________________________
  ______________________________________________________
**SWARM crew**

Current Hall  
Current RLC/AM  
Current RA  

Previous Halls  
Previous RLC/AM(s)  
Previous RA(s)  

Have you worked within the Department of Residence Life before?  
- YES  
- NO  

If “YES,” when and in what capacity?  

Have you worked with S.W.A.R.M. Crew before?  
- YES  
- NO  

If “YES,” when?  

**Work History**

<table>
<thead>
<tr>
<th>Employer</th>
<th>Dates</th>
<th>Position Held</th>
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**References**

List the names of the individuals and contact information that you are requesting to serve as a reference. A minimum of two are required. These references must come from a former employer, instructor, and/or Residential Learning Coordinator.

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<tr>
<th>Name</th>
<th>Phone #</th>
<th>Title</th>
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<td>3. (optional)</td>
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On a separate sheet of paper, please type your responses to the following questions. Upon completion, attach to the application. Applications without typed responses may not be given consideration.

1. Explain your reasons for applying for the S.W.A.R.M. Crew Position.
2. What qualities or experiences do you perceive in yourself that would contribute to your success in this position?
Have you ever been convicted of a crime other than a minor traffic violation? (D.U.I./D.W.I. convictions must be listed.)

Please Check one. If yes, please list each charge.  YES ☐ NO ☐

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Note: Omit minor vehicle violations and any offense committed before your 17th birthday, if the offense was finally adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not a bar to employment in all cases. Each conviction is evaluated individually.

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<tr>
<th>Charge</th>
<th>Where Convicted</th>
<th>Date</th>
<th>Disposition/Status</th>
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I release to the Department of Residence Life access to my grades in order to check my GPA for job eligibility. I understand that Winthrop University's Department of Residence Life may obtain a background check and an investigative consumer report from De Van and Associates, P.O. Box 212846, Columbia, SC 29221 for the purpose of evaluating me for employment.

I understand Winthrop University will utilize the services of the above named consumer reporting agency as part of the process used for considering me for employment. I also understand that if employment is granted, Winthrop University may obtain further information through subsequent investigation by a consumer reporting agency so as to update, renew or extend my employment. I understand that before I am denied employment based, in whole or part, on information obtained in the report, I will be provided a copy of the report and a description in writing of my rights under the Fair Credit Reporting Act. If I disagree with the accuracy of the information in the report, I may contact the credit reporting agency from which the report was provided.

If it is determined that any untrue or misleading statement was made on this application, I accept that this may be cause for rejection of employment or dismissal. I also understand that if selected as a Swarm Crew Member I may not hold any other employment nor enroll in summer academic classes and I must limit involvement in campus activities so there will not be a conflict with my SWARM responsibilities. If my status changes in any of these areas, I must first consult with the Assistant Director of Residence Life before making any commitment or final decision.

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signature

signature

date
SWARM crew
[Job Description]

Philosophy:
The purpose of the S.W.A.R.M. Team is to accomplish some of the many facilities-related tasks necessary for the successful operation of the Residence Life Program. By assisting with the workloads assigned to the Departments of Facilities Management and Property Control, the Department of Residence Life and the S.W.A.R.M. Team can strive to reach the goal of optimal conditions in the residence halls.

As an employee of Winthrop University, The Division of Student Life, and the Department of Residence Life, you have an opportunity to influence the living/learning environment of all residents on campus.

Requirements
- Must be willing to work regularly scheduled hours (8am - 5pm)
  at least 5 days per week or (8am – 6pm Monday-Thursday and 8am-Noon Fri.).
- Must be able to begin work the Monday following commencement activities in May.
- Must be punctual, honest, and able to meet deadlines.
- Must not be enrolled in summer school day classes.
- Must have been a student the previous semester and plan to be a student the following semester.
- Willingness to live by and support the policies of Winthrop University and accept the responsibilities of the S.W.A.R.M. Crew position.
- Preferred: Prior experience in the Department of Residence Life.
- Preferred availability: Thursday, August 19, 2010.

Responsibilities
- Report to the Assistant Director of Residence Life and the On-site Foreman.
- Mattress inventory.
- Detailed maintenance check of rooms.
- Inspect all smoke detectors in residence halls.
- Perform administrative assistant duties for the Assistant Director of Residence Life.
- Minor maintenance.
- Painting.
- Escort contracted service personnel when necessary.
- Move furniture and storage items as necessary.
- Work in cooperation and coordination with other departments on campus.
- Clean all pieces of paint equipment.
- Maintain a clean and neat work environment and public kitchen.
- Maintain and update accurate time sheets.
- Carry a cell phone during work hours and never leave the work site without permission from the On-site Foreman or Assistant Director of Residence Life.
- Other duties as assigned.

Employment Details
- A residence hall room at no charge is an optional bonus, when not enrolled in summer classes.
- Rate of pay is $7.50 an hour.
- Vacation of one week per employee is optional (Can be taken only in July unless special permission is granted). There shall not be any monetary compensation for vacation days or holidays. Vacation requests should be submitted in writing to the Assistant Director of Residence Life and the on-site foreman at least one week in advance of the beginning of the vacation period.
- Employees are provided five staff shirts that must be worn at all times when on the job.