



Lawrence CommunityWorks Residency Program **Residency Application**

The Residency Program is part of the Lawrence CommunityWorks (LCW) Family Network. The objective of LCW is to build an ever-expanding network of people who are exploring and shaping their own future. More than programs or projects, LCW strives to create an environment rich in connectivity, creativity and support, shaped by the people themselves.

The purpose of the LCW Residency Program is to have college seniors and recent college grads as part of LCW's everyday operation and culture, serving as role models, mentors, or colleagues to people in the different programs. For our Movement City Youth Network members, Residents actively embody the paths that college provides. For other Departments of LCW, Residents lend their time and talent to support LCW's mission and strategic goals.

The Residency Program provides living space for one to two years to current college seniors or recent graduates who come from diverse fields of study and different backgrounds. (If applicant interested in continuing in the Residency Program he/she must re apply.) In return for free living space, Residents commit time to LCW as instructors, facilitators, or assistants with different LCW programs, departments, projects and activities. Residents are considered employees who are compensated through housing. It is expected that Residents will utilize the Residency to ultimately transition to the next phase of their personal and professional lives.

In rare cases LCW may decide to accept a Resident who is not a college student or graduate, if they have a compelling and productive creative path that they are following; in such cases support and advice toward potential college matriculation will be provided.

LCW Resident Requirements:

- Submit an official sealed transcript from their current or former institution of higher education
- Fill out CORI form
- **Be at least 21 years old**
- Submit a resume
- Schedule an intake interview
- Submit a biography and personal and professional aspiration statement
- Submit any accompanying materials
- Complete this application form

Lawrence CommunityWorks Inc., 168 Newbury St. Lawrence Ma. 01841
(978) 685-3115

www.lawrencecommunityworks.org

If accepted to the program, the Resident must then fill out a Hire Packet with Human Resources, and submit a \$200.00 security deposit that will be returned at the end of the Residency tenure, pending acceptable conditions of living quarters and satisfactory completion of the residency commitment/contract.

Application Materials

The ***Biography*** should include the following information: who you are (character traits, background, personal history), what type of experience you bring to the table, what skill sets you are seeking to apply to the work, and the connection between your skills/experience and our organizational mission, goals, and needs.

The ***Personal and Professional Aspiration Statement*** should explain where you see yourself after completing the one to three years of service, and what types of support will you need to achieve these goals.

Each of these essays should be a minimum of 1 page and a maximum of three pages long, double-spaced with a 12 pt font.

If there are other materials you would like to submit relevant to your application (artwork, writing samples, etc.) you may submit up to three supporting materials.

If you are interested in the LCW Residency Program, please complete the following pages and return them with the materials listed above to Norma Pagan, Human Resources and Operations Manager, or to the address listed below, or recruiting@lawrencecommunityworks.org.

Residency applications are reviewed by, and approval is at the discretion of, the Management Team of LCW, and may be subject to change. Please note that this application does not guarantee approval.

Lawrence CommunityWorks Residency Program
Application Form/Deadline August 25, 2017

Applicant Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

E-Mail: _____

College/Degree: _____

Commitments

- Commit to live in the Residency facility at 55 East Haverhill Street, Lawrence, MA 01841, for **one** program year, with an option to re-apply for another year if approved by Lawrence CommunityWorks. In rare cases, approval for a third year may be granted on a case-by-case basis.
- Volunteer within the organization **eight (8)** hours a week (position to be determined prior to acceptance). Hours will be recorded through our Time Sheet system, and must be approved by the immediate supervisor.
- Meet monthly with various LCW staff to receive training or professional development, or to review personal/professional goals, objectives, and progress (in addition to regular meetings with designated Departmental supervisor). Schedule of workshops will be developed and distributed at beginning of each Residency year (September) in collaboration with Residents, though some topics (money management, Lawrence history, etc. will be required).
- Have an active role in a minimum of two LCW organizational events, such as the Thanksgiving Volunteer Dinner, Annual Meeting, Movement City Open Mics, etc.
- As appropriate, act as role models and mentors to the members in our programs as well as in the community at large.
- Communicate concerns or issues with the program or facilities in a timely manner to the Residency Coordinator. Residents must respect RC guidance and attend meetings called by RC on relevant program or facility issues.
- Maintain communication and updated contact information with LCW and allow us to track success or challenges after the completion of Residency; agree to be contacted with information regarding Residency alumni or other LCW events.

Living Arrangements

- Each Resident will be provided with a dorm-style room.
- All rooms will be painted a uniform color; if a Fellow would like to paint, they must pay an extra \$100 deposit in advance. *Deposit will be refunded, unless the room is not returned to its original color and condition at the end of the program year.*
- NO personal pets. There IS a cat, Tiger, living on the premises who has been grandfathered in; no additional pets will be allowed.
- Business hours for the Hennigan Building are 8:00am-5:00pm. Noise levels must be kept low during business hours due to staff working on premises. Weekend and after hours noise levels should be kept reasonable in consideration of neighbors.
- Visiting hours during the **work week** in common areas are Monday – Thursday 9am-midnight. Friday, Saturday (and Sunday when followed by a holiday), visitors are allowed in common areas 9am -3am.
- **Overnight Policy:** Residents will be allowed to have an overnight visitor 2 times per week without notice. Residents must submit 48 hours' or more notice to the Residency Coordinator when having an out of town visitor for up to 6 consecutive days. No guests are permitted to stay for longer than six consecutive days during any 3-month period.
- No guest under the age of eighteen is allowed unless one is a family member with parental consent and is supervised by the related Resident at all times.
- **No smoking** of any kind is permitted inside the premises at any time. LCW is a non-smoking campus.
- The **kitchen** is shared space, and a refrigerator and stove are accessible to all Residents. **Bathrooms** are co-ed and shared by all Residents. Each Resident is responsible for their own groceries, bathroom toiletries / supplies and cleaning supplies.
- Two common spaces will be provided with cable and wireless internet connection. *If phone, cable, or internet service is desired within one's personal space, these charges will be directly billed to the Resident requesting services.*
- **Cleaning/Housekeeping:** All Residents are responsible for maintaining the premises as a clean, sanitary and non-hazardous living environment. All Residents are jointly responsible to clean all common areas of the premises, and each Resident is responsible for cleaning her/his room to maintain a clean, sanitary, non-hazardous living space. Cleanliness in personal rooms necessary to avoid the incursion of pests. There will be periodic inspections and spot checks by LCW Staff. These will be scheduled with the RC at least 24 hours in advance.
- **Security:** Residents must keep the Residency Entrance Locked at ALL times. Windows should not be left open. Residents are not permitted to share or make copies of keys.
- Residents must respect other Residents space and property.
- Residents must not use the Office Entrance (Hennigan Building) for personal reasons or after hours, except in event of an emergency (e.g., fire).
- Residents must not philander or be involved in relationships with any youth under age 18, or any LCW/Movement City member (regardless of age) under their direct supervision. Such relationships are grounds for immediate expulsion from the Residency.

- Residents must abide by all house rules – including ones not here listed but agreed to by all current Residents – and commit to keeping the premises presentable.

I certify that I have read, understand, and agree to the above terms and conditions. I have received a copy of my commitments and Living Arrangements Terms for the Lawrence CommunityWorks Residency Program.

Resident Signature

Date

(Print Name)

Please complete this form and submit all of accompanying statements and materials by (_____) at 3:00pm and return to:

Norma Pagan, Human Resources Manager
recruiting@lawrencecommunityworks.org

Lawrence CommunityWorks
168 Newbury Street
Lawrence, MA 01841
(978) 722-2606

For Office use only: Accepted: __YES __NO

By: _____
Jessica Andors, Executive Director Vladimir Saldana, Residency Coordinator

Move IN date: _____ Move OUT date: _____
(To be determined and completed if/when accepted to the program)

By: _____ Date: _____
Norma Pagan, HR & Operation Manager

Dept. Assigned: _____ Job Title: _____

Residency Year: _____ ROOM# _____

Deposit: _____