

Student Name: _____ Date: _____

Any student applying for a Student Aide position must have the following criteria:

- 1. Be an incoming 8th grader
- 2. Have no documented office referrals in your file this school year.
- 3. Have an attendance rate of 90% this school year.
- 4. Pass all courses from this school year.

The following Office Aide positions will be available, you will be placed randomly.

- ❁ Teacher’s Aide
- ❁ Front Office Aide
- ❁ Counselor’s Aide
- ❁ Library Aide

Students applying for a Student Office Aide position should possess qualities that exhibit accountability, integrity, ethics, respect, trustworthiness, a positive attitude, supportiveness, and respect for authority.

What makes you a good candidate for a Student Aide?

Which one of the positions are you interested in applying for? Why?

Working in an office/classroom often means a student may overhear a conversation that should not be repeated. Explain what confidentiality is and its importance.

❁ All student applications will be reviewed by a committee. Placement will be determined by class schedule as well as availability by the committee.

❁ Students who wish to be considered for an office aide position must complete this application and ALL requirements.

❁ The deadline for submission is **Friday, February 7, 2025** NOTE: **Late applications will NOT be accepted**

❁ Turn your completed application into Ms. Ruiz in the counseling center.

❁ Write down the name of two core teachers that you think would give you a good recommendation:

Parent signature: _____ Date: _____

Teacher Name: _____

Recommendation Form-STUDENT OFFICE AIDE

Applicant _____ Date _____

Teacher's Signature _____ Subject _____

The student listed above is applying for a position as a Student Office Aide for the 2025-2026 school year. I am particularly interested in the student's ability and motivation to perform academically and to work cooperatively with others. Please rate the student from 1-5 (5 being the best) using the checklist below. If you have any reservations about the above named applicant, please do not hesitate to note them at the bottom of this form. The information you provide is strictly confidential.

Thank you in advance for your cooperation.

- _____ 1. Academic Performance
- _____ 2. Leadership Skills
- _____ 3. Cooperation with Others
- _____ 4. Respect for Authority
- _____ 5. Organizational/Time Management Skills
- _____ 6. Dependability
- _____ 7. Self-motivation
- _____ 8. Overall Character

Additional Comments:

Teachers, please place completed forms in Ms.Gonzalez's box. **DO NOT** return to student applicant.

Teacher Name: _____

Recommendation Form-STUDENT OFFICE AIDE

Applicant _____ Date _____

Teacher's Signature _____ Subject _____

The student listed above is applying for a position as a Student Office Aide for the 2025-2026 school year. I am particularly interested in the student's ability and motivation to perform academically and to work cooperatively with others. Please rate the student from 1-5 (5 being the best) using the checklist below. If you have any reservations about the above named applicant, please do not hesitate to note them at the bottom of this form. The information you provide is strictly confidential.

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- _____ 8. Overall Character

Additional Comments:

Teachers, please place completed forms in Mr. Gonzalez box. **DO NOT** return to student applicants.