

# APPLICATION FOR EDCS STUDENT AIDE

OFFICE AIDE IS **NOT** A STUDY HALL.

STUDENTS WHO APPLY FOR AN OFFICE AIDE POSITION MUST COMPLETE ALL WORK ASSIGNED BY THEIR SUPERVISORS.

Student Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
GPA: \_\_\_\_\_

Date: \_\_\_\_\_  
City: \_\_\_\_\_ ZIP \_\_\_\_\_  
Cell Phone: \_\_\_\_\_

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

1. Be a junior or senior
2. Administration approval required
3. Provide proof that you were in attendance 95% of the time the previous year
4. Provide evidence of passing all Graduation Exams and all courses from the previous year
5. Provide two core teacher recommendations

The following Aide positions are available:

❁ HS Office Aide	Period Available: _____	Office Approval _____
❁ K-8 Teacher Aide	Period Available: _____	Teacher Approval _____
❁ Nurse Aide	Period Available: _____	Nurse Approval _____

Students applying for an EDCS Student 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 an EDCS Student Aide? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ❁ All student applications will be reviewed by administration. Placement will be determined by class schedule.
- ❁ Students who wish to be considered for an aide position must complete this application and ALL requirements.
- ❁ Turn your completed application into Mrs. Hawley in room 311.

1. Administrative Approval (Initial & Date): \_\_\_\_\_

2. Schedule Updated (Initial & Date): \_\_\_\_\_

3. To Guidance Counselor for student file

# RECOMMENDATION FORM-EDCS STUDENT AIDE

Applicant \_\_\_\_\_

Date \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

Subject \_\_\_\_\_

The student listed above is applying for a position as an EDCS Student Aide for the 2016-2017 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:

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Teachers, please place completed forms in Mrs. Hawley's box. DO NOT return to student applicant.

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Teacher's Signature \_\_\_\_\_

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