



## OFFICE AIDE APPLICATION

### Practical Arts (#8300320)

Student aides provide useful assistance to various areas and staff members on campus. These aide positions also provide opportunities to learn and/or demonstrate proper work skills and behaviors. Students selected to be Office/Teacher Aides are expected to be responsible and respectful at all times. Since you do not receive a grade and credit for this course, you must comply with all school/class rules, as well as any special rules/expectations of your assigned supervisor.

Aide assignments fall under the category of “Practical Arts” and student aides shall be expected to demonstrate certain common work behaviors such as, but not limited to:

- Punctuality – Be on time
- Courtesy – Be polite and helpful
- Work Ethic – Complete assigned tasks in a responsible manner
- Attendance – Be present – you can’t keep a job if you don’t show up regularly.

**To be placed as an Office/Teacher Aide for the 2016-2017 school year, complete the application listed below:**

Student Name: \_\_\_\_\_

GPA: \_\_\_\_\_

Location preference – You should indicate below your top 3 choices for your aide assignment.

Choices include the following: Gate, Guidance, Main Office, Dean’s Office, Media Center, or Bookkeeper’s Office. If you request to aide for a specific teacher, then write the teacher’s name on the line and have that teacher initial beside their name.

1<sup>st</sup> choice: \_\_\_\_\_

2<sup>nd</sup> choice: \_\_\_\_\_

3<sup>rd</sup> choice: \_\_\_\_\_

**Turn in this completed application with your completed Course Selection Sheet to Mrs. Sills in the Guidance Office by April 15, 2016.**