

2024-2025 Office Aide Application NFHS

Applications and teacher recommendations are DUE Thu, Jan 25 at 4PM.

Student Name:	
Student ID Number:	
Student Grade <u>NEXT YEAR</u> : (The course is open only to rising 11th & 12th graders.)	
As part of the course application, you must have two teacher recommendations completed and submitted. Please list the two teachers who will submit recommendations.	Teacher 1:
	Teacher 2:
Office Aide Interest Summarize why you wish to be an office aide.	
Special Skills What special skills can you bring to the office setting?	

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Agreement and Signature

By submitting this application, I agree to abide by the NFHS Office Aide Confidentiality Agreement. As a NFHS Office Aide, you may be required to handle confidential information or materials. In general, you should treat all information that is not common knowledge or published information as confidential.

Name (printed):

Signature:

Date:

If chosen, which elective would you like to drop? _____

Thank you for completing this application form and for your interest in the NFHS Office Aide position. Please return the completed application and recommendation forms to Mrs. Morrison in Room 161.

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Teacher Recommendation 1

Contact Information

Student Name	
Student ID Number	
Teacher Name	

Recommendation:

Please rate the student on each of the qualities listed below, with 10 being the best possible rating. Please include any additional comments in the column to the right.		
Quality	Rating	Comments
Reliability		
Communication		
Work Ethic		
Interpersonal Skills		
Attendance		
Attention to Detail		
Positive Attitude		
Intrinsic Motivation		

Please include any additional comments in the box below regarding whether or not the student would make a good candidate for an office aide.

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Teacher Signature: _____ **Date:** _____

Please place the completed recommendation in Mrs. Morrison's mailbox by Jan 25th.

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Teacher Recommendation 2

Contact Information

Student Name	
Student ID Number	
Teacher Name	

Recommendation:

Please rate the student on each of the qualities listed below, with 10 being the best possible rating. Please include any additional comments in the column to the right.		
Quality	Rating	Comments
Reliability		
Communication		
Work Ethic		
Interpersonal Skills		
Attendance		
Attention to Detail		
Positive Attitude		
Intrinsic Motivation		

Please include any additional comments in the box below regarding whether or not the student would make a good candidate for an office aide.

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Teacher Signature: _____ **Date:** _____

Please place the completed recommendation in Mrs. Morrison's mailbox by Jan 25th.