**Newhart OFFICE AIDE Application**

**Due March 9, 2022**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade Point Average: \_\_\_\_\_\_\_\_\_\_ Approx. # days absent this year: \_\_\_\_\_\_\_\_\_\_\_

**Why do you want to be an office aide?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Why would you make a good office aide?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please rate yourself on the following 1 (poorest) and 5 (highest).**

Attention to details \_\_\_\_\_ Listening to others \_\_\_\_\_

Willingness to help others \_\_\_\_\_ Being respectful \_\_\_\_\_

Confidentiality \_\_\_\_\_ Doing office work \_\_\_\_\_

Being Trustworthy \_\_\_\_\_ Getting along with others \_\_\_\_\_

Organization \_\_\_\_\_ Working Hard \_\_\_\_\_

**Please return to the office by March 9, 2022**

an04461_[1] **Panther Pride!**an04461_[1]

**DUE**

**March 9, 2022**

**Office Aide**

**Teacher Recommendation Form #1**

(Student – please give to your teacher and your teacher will return it to the office).

(This recommendation does not indicate placement for office aide).

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

Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scale:

5 points - Above Average

3 points - Average

1 points - Needs improvement

1. Student’s dependability and responsibility (work ethic) Points\_\_\_\_\_\_\_\_
2. Student’s attendance and punctuality Points\_\_\_\_\_\_\_\_
3. Student’s attitude toward authority Points\_\_\_\_\_\_\_\_
4. Student’s ability to get along with others Points\_\_\_\_\_\_\_\_
5. Overall opinion of student Points\_\_\_\_\_\_\_\_

Additional comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Recommend: Yes \_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_\_

an04461_[1] **Teachers – Please complete and return to the office**

an04461_[1] **Panther Pride!**an04461_[1]

**DUE**

**March 9, 2021**

**Office Aide**

**Teacher Recommendation Form #2**

(Student – please give to your teacher and your teacher will return it to the office).

(This recommendation does not indicate placement for office aide).

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

Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scale:

5 points - Above Average

3 points - Average

1 points - Needs improvement

1. Student’s dependability and responsibility (work ethic) Points\_\_\_\_\_\_\_\_
2. Student’s attendance and punctuality Points\_\_\_\_\_\_\_\_
3. Student’s attitude toward authority Points\_\_\_\_\_\_\_\_
4. Student’s ability to get along with others Points\_\_\_\_\_\_\_\_
5. Overall opinion of student Points\_\_\_\_\_\_\_\_

Additional comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Recommend: Yes \_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_\_

an04461_[1] **Teachers – Please complete and return to the office**