## bulldog2.jpg 8th Grade Office Assistant Application bulldog2.jpg

**(1 Class Period)**

In this class, you will help in the front office by running errands to and from classes when needed and by assisting the school nurse, assistant principals, principal, the counselors, and other staff in the front office. Confidentiality is required on some assignments.

**Directions**: Put your name and ID on the space provided and ask one YOUR Current teachers to complete the Teacher Reference section below. The teacher will turn the form in to Ms. Mendiola (in the AP Office)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ID#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students in this class must be responsible for their actions and be able to conduct themselves within the school parameters and regulations. Students must be able to establish and maintain a relationship of trust with peers and the teachers. Failure to do so will result in removal from the class. (The teacher must be able to trust you to walk around the school.)

**Assistant Principal Reference (Students do not fill this in)**

Asst. Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please rate the student (1-poor, 2- average, and 3-superior)

Ability to get along with others 1 2 3

Ability to follow instructions 1 2 3

Responsible 1 2 3

Being on time to class 1 2 3

Attendance 1 2 3

Conduct/ Attitude 1 2 3

Respectful 1 2 3

**Teacher Reference (Students do not fill this in)**

Please rate the student (1-poor, 2- average, and 3-superior)

Teacher #2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please rate the student (1-poor, 2- average, and 3-superior)

Ability to get along with others 1 2 3

Ability to follow instructions 1 2 3

Responsible 1 2 3

Being on time to class 1 2 3

Attendance 1 2 3

Conduct/ Attitude 1 2 3

Respectful 1 2 3