## 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 principal, the assistant principals, the counselors, the school nurse, the librarian, and other staff in the front office. Confidentiality is required on ALL assignments.

**Directions**: Write your name and ID on the space provided and ask one of YOUR Current teachers to complete the Teacher Reference section below. ***The teacher will turn the form in to 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.)

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

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

Teacher #1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**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