Newhart Office Aide Application

Student’s Name: ____________________________

Grade Point Average: ___________  Approx. # days absent this year: ___________

Check One:  _______ one semester elective  _______ yearlong elective

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 _______

Panther Pride!
Office Aide Teacher Recommendation Form
(Student – please give to your teacher and your teacher will return it to the office).

Student Name: ____________________________________________

Teacher Name: ____________________________________________

Recommend _____yes _____no

Info we need to know:

TEACHERS - Please return to Janine Neypes.

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Teacher Name: ____________________________________________

Recommend _____yes _____no

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