



Student Office Aides Application Form

Name _____ Grade 8th _____ Grade 9th _____

Student office aides are held to a high standard of professionalism since they are working in a real world environment. This is an elective class with a letter grade, attendance, and citizenship will be given. (Student aides must abide by the following rules.)

- * I will be required to remain in my designated office area unless asked to run an errand by the supervising adult.
- * I will abide by the dress code set forth by the HMCS code of conduct.
- * I will be professional with adults and students at all times.
- * I will maintain a 3.0 or higher GPA while in this class.
- * 8th Grade only one semester allowed.

My signature indicates that I have met the criteria for this responsibility and I agree to abide by the above rules.

Student Signature _____ Date: _____

Parent Signature _____ Date: _____

What makes you a good candidate for a Student Office Aide?

Working in an office often means a student may over hear a conversation that should not be repeated. Explain what confidentiality is and its importance.

If chosen which elective(s) would you be willing to drop?

- All student applications will be reviewed by a committee. Placement will be determined by class schedule as well as availability by the committee.
- Students who wish to be considered for an office aide position must complete this application and ALL requirements.
- Turn your applications into the main office or Mrs. Clemenger