

2021--2022 Student Assistant Application

Martinez Middle School

Please return to your homeroom teacher with your elective programming sheet by **Friday, March 12, 2021**.

Applicant's Name _____ **Current Grade (circle one)** 6th 7th

Homeroom Teacher _____ **Name of Parent/Guardian** _____

Answer the following questions:

Why do you want to be a student assistant? _____

What offices do you hold or have held (e.g., Captain of the Soccer team; Student Council)?

Describe any office experience you have: _____

1) List your current schedule, teachers and grades that you are receiving.

PERIOD	CLASS	GRADE (A, B, etc.)	TEACHER SIGNATURE (required to verify grade)
1			
2			
3			
4			
5			
6			
7			
8			

Please read the job description below and sign:

The purpose of this program is to give students an opportunity to apply knowledge and skills related to the career world. Students will work directly with teachers and staff to develop business skills and etiquette. Students will be professional at all times and complete the tasks that are given to you by your supervisor. Tasks may include: filing, answering phones, taking accurate phone messages, greeting school visitors, sorting mail, running errands, delivering passes to classes, collating and stapling papers and making copies. **In addition, you will sign in everyday with the supervisor for attendance and you will complete WEEKLY graded assignments. There is also a semester exam required. Good standing in current academics and conduct is a requirement for consideration.**

It is important that you represent our school positively by being on time and ready to work, dressing appropriately, maintaining a positive attitude, offering to help when you have nothing to do, and keeping any information you hear confidential.

Student Signature: _____ Parent Signature: _____

After this application is completed, follow the directions on the back of this paper.

TURN OVER →

You will need TWO references from two different teachers you believe would recommend you.

Once you have completed this application, write the names of the teachers that you think will give you a good recommendation in each “Teacher Name” box. These recommendation must be anonymous so you must leave this application with the first teacher that is giving you a recommendation.

What qualities does this student have that would make them a good student assistant?

Teacher #1 Name: _____ Subject Area: _____

Teacher #1: After completing this recommendation, please put this application in Teacher #2's mailbox.

What qualities does this student have that would make them a good student assistant?

Teacher #2 Name: _____ Subject Area: _____

Teacher #2: Please turn this in to Ms. Mendoza when completed.