
OFFICE ASSISTANT APPLICATION

NAME: _____ GRADE: _____

LIST 3 REASONS WHY YOU ARE INTERESTED IN BEING AN OFFICE ASSISTANT:

PLEASE PROVIDE 2 TEACHERS THAT WOULD RECOMMEND YOU FOR THIS POSITION: (Please email them to confirm that they would recommend you.)

1. _____

2. _____

This position holds a great deal of responsibility, confidentiality and mature behavior choices. Students who apply must have good grades, good attendance and no school discipline.

Please have your parent/guardian sign this form that they give permission for you to apply for the office assistance position.

Name: _____ Date _____