



Queen's Grant High School

Nurturing The Desire To Learn

Student Aide Application

~Office Aide is NOT a Study Hall. Students who apply for an office aide position MUST complete all work assigned by their supervisors.~

Student Name: _____

Any student applying for a Student Aide position must meet the following criteria:

1. Be a senior.
2. Have no documented major office referrals.
3. Have been in attendance 95% of the time the previous year.
4. Passed the majority of your courses from the previous year.

The following Office Aide positions will be available:

- Office Aide
- Special Services Aide
- Teacher's Aide

Students applying for a Student Office Aide position should possess qualities that exhibit accountability, integrity, ethics, respect, trustworthiness, a positive attitude, supportiveness, and respect for authority.

Please attach your answers to the following questions:

1. What makes you a good candidate for a Student Aide?
2. Which one of the positions are you interested in applying for? Why?
3. Working in an office often means a student may overhear a conversation that should not be repeated. Explain what confidentiality is and its importance.
4. Who are your top 2 staff member assignment choices.

All student applications will be reviewed. Placement will be determined by class schedule as well as availability. Students who wish to be considered for an office aide position must complete this application and ALL requirements

Turn your completed application into Ms. Bock in the Main Office.