

**Rocky Mountain Middle School**  
**Office Aide Application (7<sup>th</sup> & 8<sup>th</sup> grade only)**  
**Application Due by March 29<sup>th</sup>**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

You will be considered for an Office Aide position after submitting this application. Citizenship (No N's or U's), attendance (95%), possible personal interview and a teacher recommendation will be part of the evaluation process.

The role you play is invaluable to the secretaries, counselors, librarians, teachers, and administration when performed properly. Thank you for your interest.

Brief statement as to why you are interested in applying for Office Aide:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Recommendation from a core teacher (Math, Science, English, History)**

**\* Teachers will turn these in to the counselor \***

**(Teacher section:** Please rate this student on a scale of 1 to 5; 1 means strongly disagree--- 5 means strongly agree. Please return to the Counseling Office no later than Friday, March 29<sup>th</sup>)

This student is.....

Willing to serve and do tasks that are asked of them..... 1 – 2 – 3 – 4 – 5

Positive and respectful with other students, teachers / has a great attitude..... 1 – 2 – 3 – 4 – 5

One who could keep themselves busy when tasks are complete... 1 – 2 – 3 – 4 – 5

One who would do well as an Office Aide position.....1 – 2 – 3 – 4 – 5

One who can work independently on projects on their own.....1 – 2 – 3 – 4 – 5

\_\_\_\_\_  
Teacher's Name

\_\_\_\_\_  
Teacher's Signature