

# South Gwinnett High School

2021 – 2022 APPLICATION

## OFFICE AIDE

(MUST BE A JUNIOR OR SENIOR)(PARENT SIGNATURE REQUIRED)

DUE TO MRS. WATKINS BY MONDAY, FEBRUARY 8.

Office Use
Received

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ STUDENT # \_\_\_\_\_

(We cannot guarantee which office you will be assigned until final schedules have been prepared.)

- I WILL BE A JUNIOR OR SENIOR NEXT FALL. (CIRCLE WHICH APPLIES)
- I HAVE NEVER SERVED ISS OR OSS. (DISCIPLINE WILL BE VERIFIED)
- I HAVE MISSED NO MORE THAN 10 DAYS, NOR HAVE EXCESSIVE TARDIES. (ATTENDANCE WILL BE VERIFIED)

WHY DO YOU WANT TO BE AN OFFICE AIDE?

HAVE YOU EVER BEEN AN OFFICE AIDE BEFORE?  NO  YES (IF YES, COMPLETE QUESTIONS BELOW.)

IF SO, WHICH OFFICE? \_\_\_\_\_

WHAT WERE YOUR DUTIES?

### Expectations:

1. This is your "job". Take pride in your work, show great character and great work ethic.
2. Demonstrate good customer service.
3. Greet the public, faculty, staff, and other students politely and respectfully.
4. Take initiative and be helpful.
5. Maintain office confidentially.
6. Proper dress is expected.
7. Attendance is very important. *Always be present and on time.*
8. Cell phone use and Earphones/Headphones are NOT permitted
9. No food, drink or gum is allowed in the office, unless provided by your supervisor.

➔ Completed applications should be turned in to Mrs. Watkins in D208 no later than Monday, February 8.

➔ You may also email them to her at [denise.watkins@gcpsk12.org](mailto:denise.watkins@gcpsk12.org).

I agree to the expectations of this position as outlined above: \_\_\_\_\_ (STUDENT)

My child has permission to intern as an office aide at South Gwinnett: \_\_\_\_\_ (PARENT)

Office Use Only

Verified Attendance  Verified Discipline

Comments:

Approved - \_\_\_\_\_  Does Not Meet Requirements \_\_\_\_\_  
Office EL # Reason