

CLASSROOM JOB APPLICATION

Name: _____ Date: _____

Student ID#: _____ Birthday: _____ Phone Number: _____

Address: _____

City, State, and Zip Code: _____

Please write the names of your top 3 classroom jobs you wish to apply for in the space below. The classroom jobs are attached to this application. Be sure to read each job's responsibility before applying.

1st Job Choice: _____

2nd Job Choice: _____

3rd Job Choice: _____

Thinking of your first job choice, why would you like to have this job? (Please write in complete sentences)

What have you done in the past that will help you do this job well? (Please write in complete sentences)

What strengths do you possess to help you do this job well? (Please write in complete sentences)

Please copy the following statement on the lines below:

I promise that if given ANY classroom job, I will perform it to the best of my abilities. I will not let it interfere with my classroom work. I understand that I can be fired from my job if there is a problem.

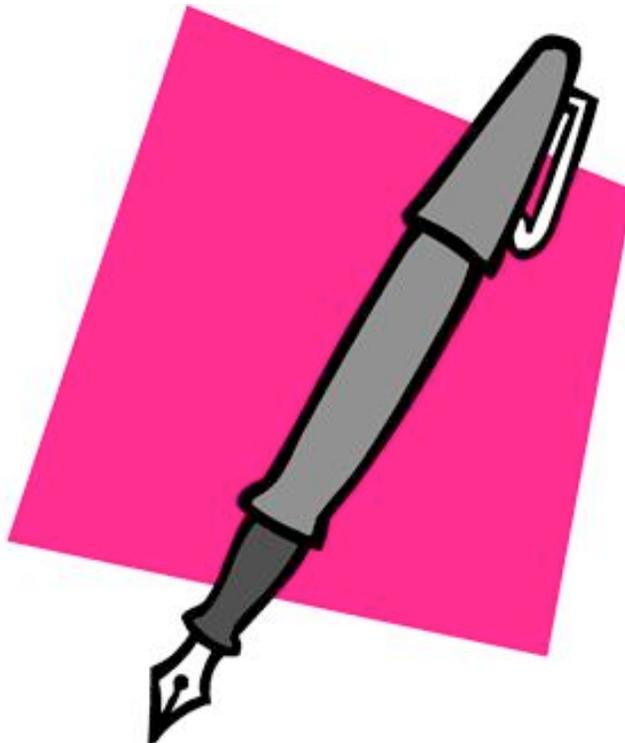
By signing below, the parent and the student agree to the above statements. A parent signature must be on the application for the application to be considered.

Student Signature

Parent Signature

REFERENCE LETTER HELP:

- Get a letter from **credible** person (parents, family members, past teachers). Ask someone that knows how good you would be at the job you are applying for!
- The letter should tell why they think you would be good at the job you are applying for.



HELP WANTED! MRS. REEVE'S CLASSIFIED ADS

<p><u>FedEx Driver \$40/mo</u> Number of Positions: 1</p> <p>Responsibilities: Delivers messages and packages to various people in the building.</p> <p>Qualifications: Must know their way around the building and show proper hallway procedures.</p>	<p><u>Distribution Specialist \$40/mo</u> Number of Positions: 1</p> <p>Responsibilities: Passing out papers and materials to other students.</p> <p>Qualifications: Must be able work quickly and make sure everyone gets the paper or materials.</p>	<p><u>Librarian \$40/mo</u> Number of Positions: 1</p> <p>Responsibilities: Keeps library neat and organized. Must put all returned library books back in the proper place and label new books.</p> <p>Qualifications: Must be able to give up spare time to do this job and work quietly (it is the library after all)!</p>
<p><u>Nurse \$40/mo</u> Number of Positions: 1</p> <p>Responsibilities: Fills out Nurse Pass for students. Helps students to School Nurse when needed.</p> <p>Qualifications: Must have nice handwriting, pay attention to details and be responsible in hallways.</p>	<p><u>Administrative Assistant \$50/mo</u> Number of Positions: 1</p> <p>Responsibilities: At the end of day go to Mrs. Reeve's mailbox to collect mail, lunch cards, and be a teacher helper.</p> <p>Qualifications: Must be able to do this job everyday and give up some spare time to do this job.</p>	<p><u>Postal Worker \$40/mo</u> Number of Positions: 1</p> <p>Responsibilities: file any paper work to be sent home.</p> <p>Qualifications: Must be able to give up spare time to do this job. Must be able to know other student's name and read their handwriting.</p>
<p><u>Attendance Manager \$40/mo</u> Number of Positions: 1</p> <p>Responsibilities: takes daily attendance, records lunch count, takes lunch count and cards to cafeteria.</p> <p>Qualifications: Must be an organized individual who pays attention to details. They also must get this job done in a timely manner each morning.</p>	<p><u>Equipment Manager \$40/mo</u> Number of Positions: 1</p> <p>Responsibilities: Manages equipment for recess and take out hand sanitizer.</p> <p>Qualifications: Must be willing to take equipment to and from the classroom. Also must take any deflated equipment to the PE Teacher.</p>	<p><u>Banker \$50/mo</u> Number of Positions: 2</p> <p>Responsibilities: Performs bank transactions for customers.</p> <p>Qualifications: Must be an honest individual that has good math skills and pays attention to details.</p>
<p><u>Landlord & Tax Collector \$30/mo</u> Number of Positions: 1</p> <p>Responsibilities: Collect rent and taxes from citizens on a monthly basis.</p> <p>Qualifications: Must be an honest individual that has good math skills and pays attention to detail.</p>	<p><u>Store Cashier \$50/mo</u> Number of Positions: 1</p> <p>Responsibilities: Operate class store each morning.</p> <p>Qualifications: Must be an honest individual that has good math skills and pays attention to detail.</p>	<p><u>Payroll Clerk \$50/mo</u> Number of Positions: 1</p> <p>Responsibilities: Computes payroll and pays employees.</p> <p>Qualifications: Must be an honest individual that has good math skills and pays attention to detail.</p>

<p><u>Interior Decorator \$30/mo</u> Number of Positions: 2</p> <p>Responsibilities: Decorates room according to seasons/ holidays. Changes monthly calendar.</p> <p>Qualifications: Must be a creative individual that pays attention to detail and enjoys making crafts/decorations.</p>	<p><u>Classroom Custodian \$40/mo</u> Number of Positions: 1</p> <p>Responsibilities: Dusts room surfaces with Swiffer, uses dust broom/pan when needed, general cleaning of room.</p> <p>Qualifications: Must enjoy a clean and organized working environment. Must be willing to do this job during your spare time.</p>	<p><u>Police Officer \$50/mo</u> Number of Positions: 1</p> <p>Responsibilities: Helps keep track of citizen behavior. Gives bonuses and collects fines.</p> <p>Qualifications: Must be an honest individual that pays attention to details. Not afraid to stand up for what is right!</p>
<p><u>Computer Technician \$40/mo</u> Number of Positions: 1</p> <p>Responsibilities: Cleans computer screens and mice weekly. Also, troubleshoots technical problems</p> <p>Qualifications: Must be an individual with strong computer skills and the ability to treat the equipment with care.</p>	<p><u>Exterminator \$20/mo</u> Number of Positions: 1</p> <p>Responsibilities: Exterminates and disposes of classroom pests.</p> <p>Qualifications: Must not be afraid or grossed out by pests of all shapes and sizes. Must be able to handle them in a mature manner and take care of them promptly. Must be on call at all times!</p>	<p><u>Electrician \$40/mo</u> Number of Positions: 1</p> <p>Responsibilities: Turns lights on/off as needed in classroom.</p> <p>Qualifications: Do you like getting out of your seat? This is your opportunity! This individual must be willing to get the lights whenever needed (usually several times a day).</p>
<p><u>Historian \$30/mo</u> Number of Positions: 1</p> <p>Responsibilities: Take photos and video of class activities.</p> <p>Qualifications: Must be able to use the camera equipment with care. Must be familiar with downloading images to computers.</p>	<p><u>Reporter \$30/mo</u> Number of Positions: 1</p> <p>Responsibilities: Write articles to be posted to the class website.</p> <p>Qualifications: Must possess strong writing skills and be willing to use their free time to write a short report each week.</p>	<p><u>Temp. \$40/mo</u> Number of Positions: 1</p> <p>Responsibilities: Temporarily fills in for any absent employee.</p> <p>Qualifications: Must be a flexible person who can handle change on a daily basis. Must be a "Jack of all trades"!</p>
<p><u>Chef \$30/mo</u> Number of Positions: 1</p> <p>Responsibilities: Take lunch basket down to lunchroom before noon.</p> <p>Qualifications: Must be able to keep track of the time and lift heavy objects.</p>	<p><u>Recorder \$30</u> Number of Positions: 1</p> <p>Responsibilities: Take notes during classroom meetings.</p> <p>Qualifications: Must have legible handwriting and be a good listener.</p>	<p><u>Communications Specialist \$30</u> Number of Positions: 1</p> <p>Responsibilities: Retrieve walkie-talkie from room #502 each day Mrs. Reeve is on recess duty.</p> <p>Qualifications: Must be good at remembering to go get the walkie!</p>