

Application for Counselor or Office Aide

Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a résumé, but all questions must be answered.

“Employer”	Position applying for		
PERSONAL DATA			
Name (first and last)			
School Email			
POSITION INFORMATION Check what you are interested in.			
Counselor Aide			
Office Aide			
Explain why you want to be an Office or Counselor Aide and why you think you would be a good fit:			
Can you perform these essential functions of the job with or without reasonable accommodation? Yes No			
SPECIAL SKILLS List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.			
REFERENCES Please list two professional references not related to you, with full name, email, phone number, and relationship. (You can use teachers or employers) If you don't have two professional references, then list personal, unrelated references.			
Name	Email	Phone	Relationship

I certify that the facts set forth in this Application are true and complete to the best of my knowledge. I understand that if I am selected, false statements, omissions or misrepresentations may result in my removal from the course.

Applicant Signature

Date