*Note: Media Assistant is not an automatic elective just for applying. Spaces are limited, and students are chosen based upon schedule availability, academic performance, and teacher recommendation.*

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| **APPLICANT INFORMATION :** |
| **Name:**  | **Current Grade?** |
| **Have you been an assistant before? If so, where?** |  |
| **Which of the following computer programs can use with a reasonable amount of confidence?** | Circle all that apply:Microsoft Office Microsoft Publisher ExcelPowerPoint Google Suite (Docs, Slides)   |
| **What specials skills do you have that might be of benefit to the THS Media Center?** |  |
| **Do you read outside of school assignments? If so, what are you reading?** |  |

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| **APPLICANT QUESTIONS:** |
| **Why are you interested in becoming a library assistant?** |  |
| **What are some of your hobbies, activities, interests?**  |  |
| **Approximately how many days of school did you miss last year?** |  |
| **Approximately how many discipline referrals did you receive this year?** |  |
| **What do you already know about how our library is organized? Explain (if you are able) what you understand about the Dewey Decimal System.**  |  |

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| **ESSAY:** |
| **Write a short essay (2-3 paragraphs) about why you think would be a good library assistant.** *Applications without this essay will not be considered.*  |

\*\*\*Once you have completed this application, essay, and have completed the two attached teacher recommendation forms (Current or most recent English teacher and teacher of your choice), return all paperwork to Mrs. Wantz in the media center.

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| **DISCLAIMER AND SIGNATURE:** |
| * I certify that my answers are true and complete to the best of my knowledge.
* I promise to work hard to help keep the library organized and neat.
* I promise to be a good steward of my time and position, and do my best to assist and support students and staff at THS.
* If this application leads to my becoming a Media Assistant, I understand that any major misconduct, high absenteeism or failure to complete my duties may result in a failing grade for the class.
 |
| **SIGNATURE:**  | **DATE:** |

Current/Most Recent English Teacher Recommendation Form

*Teachers: Please complete this form and share your view as to the suitability of this student to be a library assistant. Please consider that we rely on these students to assist other students and staff in finding books and other resources and complete clerical/organizational duties, often times being left alone to complete said tasks. Students should be self-driven, organized, and trustworthy.*

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

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

Student grade in your class:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please rate: 0 being the lowest and 5 the highest

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|  | **0** | **1** | **2** | **3** | **4** | **5** |
| 1. Listens when others speak | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ |
| 2. Follows directions  | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ |
| 3. Works well with others | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ |
| 4. Accepts responsibility | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ |
| 5. Shows respect | \_\_\_\_\_ | \_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ |
| 6. Uses time wisely | \_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_ |
| 7. Works independently | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_ | \_\_\_\_\_ |
| 8. Begins/Finishes work promptly | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ |
| 9. Does work carefully | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ |
| 10. Shows initiative; sees when tasks need to be done | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_ | \_\_\_ | \_\_\_\_\_ | \_\_\_\_ |
| No. of absences in your class | \_\_\_\_\_\_\_\_ |  |  |  |  |  |

Comments:

Teacher Recommendation Form

*Teachers: Please complete this form and share your view as to the suitability of this student to be a library assistant. Please consider that we rely on these students to assist other students and staff in finding books and other resources and complete clerical/organizational duties, often times being left alone to complete said tasks. Students should be self-driven, organized, and trustworthy.*

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

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

Student grade in your class:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please rate: 0 being the lowest and 5 the highest

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| --- | --- | --- | --- | --- | --- | --- |
|  | **0** | **1** | **2** | **3** | **4** | **5** |
| 1. Listens when others speak | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ |
| 2. Follows directions  | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ |
| 3. Works well with others | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ |
| 4. Accepts responsibility | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ |
| 5. Shows respect | \_\_\_\_\_ | \_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ |
| 6. Uses time wisely | \_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_ |
| 7. Works independently | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_ | \_\_\_\_\_ |
| 8. Begins/Finishes work promptly | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ |
| 9. Does work carefully | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ |
| 10. Shows initiative; sees when tasks need to be done | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_ | \_\_\_ | \_\_\_\_\_ | \_\_\_\_ |
| No. of absences in your class | \_\_\_\_\_\_\_\_ |  |  |  |  |  |

Comments: