

**Notre Dame Academy**  
**Work Study Application 2024-2025**

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

**Student Information**

Name: \_\_\_\_\_ Grade for 2024-2025: \_\_\_\_\_  
Last First  
Address: \_\_\_\_\_  
Street Address City State Zip

**Parent/Guardian Information**

<b>GUARDIAN #1</b>		<b>GUARDIAN #2</b>	
Name: _____	Virtus Trained <input type="checkbox"/>	Name: _____	Virtus Trained <input type="checkbox"/>
Relation: _____	<input type="checkbox"/>	Relation: _____	<input type="checkbox"/>
Phone #: _____		Phone #: _____	
Preferred Email Address: _____			
Email Address #2: _____			
If you currently have a Work Study Assignment, do you want to keep the same job?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Please list job: _____	
		Day: _____	

**Please select all the jobs for which you wish to be considered.**

Check the days that you can work:

Monday       Tuesday       Wednesday  
 Thursday       Friday       Weekend

**ADULT JOBS**

Work must be done by adults. Students may assist but not replace them.

- Clean individual restrooms
- Clean large restrooms
- Clean classrooms, chalkboards, and halls on a particular floor
- Clean 6 science labs and chalkboards
- Clean front office, mail room, faculty room, and conference room
- Clean ground floor area
- Clean Fitness Center including restrooms – morning job 7:00 am
- Clean entrance area, foyer, and Heritage Hall
- Supervise and Clean Collaborative Learning Center 3:00-5:30 pm
- Supervise the Collaborative Learning Center 6:45-7:30 am
- Supervise and Clean gym facility during Volleyball or Basketball Season
- Cafeteria 8am-1pm (Hourly pay)
- Clean Heritage Hall Restrooms - 7:00am Monday mornings

## WEEKDAY STUDENT JOBS

All weekday jobs for students are one day a week unless otherwise stated.

- Clean Steps
- Dry mop the gym floor before school
- Vacuum carpets in various places once a week
- Clean white boards
- Clean windows
- Clean back entrance hallway twice a week
- Clean drinking fountains

## WEEKEND JOBS FOR ADULTS

All jobs are one day a week unless otherwise stated.

- Clean Cafeteria using Tennant Machine and empty trash
- Wet mop the kitchen, serving line, and hallways
- Wet mop the restrooms
- Clean the halls with the Tennant machine
- Weekly desk cleaning/maintenance
- Clean business offices on 1E
- Clean staff offices
- Clean chapel
- Clean development area
- Clean Performing Arts Center
- Clean Spanish Steps, Auditorium, and Stage
- Clean Collaborative Learning Center
- Clean utility cupboards, change mop head weekly, restock supplies
- Outside Restroom: 3-month job twice weekly
- Check outdoor locking after 9:00 pm Monday-Friday
- Check outdoor locking after 9:00 pm Saturdays and Sundays

Please return via email (below) by **April 15, 2024**, so that jobs can be assigned. You will be notified regarding your work assignment in May, and an orientation and training will follow soon after. Preference will be given to those who meet the deadline.

Sincerely,

Karen Adamczak  
NDA Work Study Coordinator  
workstudy@ndapandas.org