

**Notre Dame Academy**  
**Work Study Application 2025-2026**

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

**Student Information**

Name: \_\_\_\_\_ Grade for 2025-2026: \_\_\_\_\_  
Last First  
Address: \_\_\_\_\_  
Street Address City State Zip

**Parent/Guardian Information**

**GUARDIAN #1**

Name: \_\_\_\_\_  
Relation: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Preferred Email Address: \_\_\_\_\_  
Email Address #2: \_\_\_\_\_

Virtus  
Trained

☐

**GUARDIAN #2**

Name: \_\_\_\_\_  
Relation: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Virtus  
Trained

☐

If you currently have a Work Study Assignment, do you want to keep the same job?

☐ Yes

☐ 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

**PLEASE SEE THE BACK OF THIS SHEET.**

## WEEKDAY STUDENT JOBS

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

- ☐ Clean/vacuum back entrance and hallway
- ☐ Clean/vacuum/mop faculty dining room
- ☐ Clean/sanitize drinking fountains (12 total)
- ☐ Dust mop gym floor and sweep Hook Room (must be done **BEFORE** school)
- ☐ Sweep stairwells from 4th floor to basement (south and east)
- ☐ Sweep stairwells and clean window sills from 3.5 to 1st floor (back entrance)
- ☐ Sweep blue tiled hallways from theatre to costume room
- ☐ Clean/sanitize hand rails in East stairwell from 4th floor to 1st floor
- ☐ Clean/sanitize hand rails in South stairwell from 3rd floor to basement
- ☐ Clean double doors at end of each hall on first, second, and third floors
- ☐ Clean hallway doors in basement, blue tiled hallway and stairs leading to cafeteria
- ☐ Clean windows(there will be specific sets of windows assigned)

## 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, 2025**. You will be notified about your job 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

