

**Notre Dame Academy
Work Study Application 2026-2027**

Date: _____

Student Information

Name: _____ Grade for 2026-2027: _____
Last _____ First _____

Address: _____
Street Address _____ City _____ State _____ Zip _____

Parent/Guardian Information

GUARDIAN #1

Name: _____

Virtus
Trained

Relation: _____

GUARDIAN #2

Name: _____

Virtus
Trained

Relation: _____

Phone #: _____

Phone #: _____

Preferred Email Address: _____

Email Address #2: _____

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 DURING THE WEEK

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 classrooms and hall
 Clean Fitness Center including locker rooms and restrooms – **morning job 7:00 a.m.**
 Clean entrance area, foyer, and Heritage Hall
 Supervise and Clean Collaborative Learning Center 3:00-5:30 pm
 Supervise and Clean gym facility during Volleyball or Basketball Season
 Cafeteria 8am–1pm (Hourly pay)
 Clean Heritage Hall Restrooms - **morning job 7:00 a.m.**

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
- Outside restroom 3-4 months jjob 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 **February 28, 2026**. 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