

NAME: \_\_\_\_\_  
(Last) (First)

Company: \_\_\_\_\_ JROTC Class Period \_\_\_\_\_ Army Instructor: \_\_\_\_\_

## STAFF ASSISTANT APPLICATION

DATE DUE:

DATE TURNED IN:

**Late applications will be penalized 20 points for each day late.**

**Completed applications must be turned in directly to the Army Instructors where they will be given to the Battalion Staff for review.**

To qualify for a staff assistant position you:

- Must have a balance of at least 15 merits
- Must have the recommendations of two of your teachers, and your company commander or company 1SG
- Cannot have any D's or F's on your most recent report card

### DIRECTIONS

Your application and worksheet must be complete, accurate, and have the following documents attached:

1. Two current academic teacher recommendations.
2. A copy of your SAT or ACT Score Report, or explanation if not taken.
3. A copy of your current report card/report of student progress.

Cadets will be rated by the Battalion Staff after all applications are turned in. The weight of your written application is 50%. The Battalion Executive Officer rating is weighted at 30%. The board rating is weighted at 20%. An Order of Merit List will be created based on your ranking among the applicants.

**Instructions: This form should be given to your current academic teachers to recommend you.**

**Cadet Name:** \_\_\_\_\_  
(Last) (First)

Teacher recommendation: I recommend this cadet for a battalion staff position. He/she has the aptitude and conduct I believe is required to be a part of battalion staff in JROTC

**Circle Rating** 1--2--3--4--5--6--7--8--9--10  
Not Ready Outstanding

Signature  
Teacher \_\_\_\_\_  
(Please Print)

Comments: \_\_\_\_\_

Teacher recommendation: I recommend this cadet for a battalion staff assistant position. He/she has the aptitude and conduct I believe is required to be a part of battalion staff in JROTC

**Circle Rating** 1--2--3--4--5--6--7--8--9--10  
Not Ready Outstanding

Signature  
Teacher \_\_\_\_\_  
(Please Print)

Comments: \_\_\_\_\_

Company Commander or Company 1SG recommendation: I recommend this cadet for a battalion staff assistant position. He/she has the aptitude and conduct I believe is required to be a part of battalion staff in JROTC

**Circle Rating** 1--2--3--4--5--6--7--8--9--10  
Not Ready Outstanding

Signature  
Company Commander/Company 1SG: \_\_\_\_\_  
(Please Print)

Comments: \_\_\_\_\_

## OFFICER PROMOTION WORKSHEET

**1. Weighted GPA** (Cumulative) \_\_\_\_\_ x 4 = \_\_\_\_\_ (max 20 pts) 20

**2. Extracurricular Activities** (5 pts for JROTC activities, 4 pts for other)

JROTC Activities include: Raiders, drill team, & color guard. Other activities include

Athletics, ASB, etc 20

**3. One Half page (double-spaced) typed essay on “Why you should be a battalion staff assistant” and what your top three choices for assistant position are. (Not part of essay) \_\_\_\_\_ 20**

**4. Current Rank**

E-1 through E-8 (rank \_\_\_\_\_ x 3 pts)

**5. JROTC Awards and Decorations**

(1 pt per award, with a max. of up to 10 pts. **Awards must be on cadet record.**)

**Total Worksheet Score** \_\_\_\_\_

**I verify the information in this packet is accurate and complete.**

Name \_\_\_\_\_

Cadet Signature \_\_\_\_\_