**Candidate Information Form**

**National Honor Society**

**WAJerian Chapter**

**Windham-Ashland-Jewett Central School**

# **General Information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### *Student Activity Information Form*

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

# **Extracurricular and Other Community Activities**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **10** | **11** | **12** |  | **Leadership Role** | **10** | **11** | **12** |  | **Advisor Signature** | **Time Spent** |
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# **Community / Service Activities**

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| **Activity** | **10** | **11** | **12** |  | **Leadership Role** | **10** | **11** | **12** |  | **Advisor Signature** | **Time Spent** |
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# **Work Experience / Recognition / Awards**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employment/**  **Recognition/**  **Award** | **10** | **11** | **12** |  | **Leadership Role** | **10** | **11** | **12** |  | **Advisor Signature** | **Time Spent** |
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Disciplinary Record

From 7th grade to the present, have you ever been assigned to OSS, ISS or Consecutive Days of Detention? If so, please list the number of times, the reasons for the assignment, and the assigning teacher/ administrator. Failure to report ISS, OSS, or Detention assignments will render your request for consideration invalid! You may attach a separate sheet of paper if needed. Your parent may also request a copy of your discipline record from the WAJ Main Office.

# **Letters of Recommendation**

With this form, you must submit two letters of recommendation from members of the community. The letters must be in a sealed envelope with the ***recommending person’s signature across the sealed flap*** of the envelope. The recommendation must include the recommending person’s name, phone number, and relationship to the student.

Please note:

* Students of WAJ may not write recommendations for their classmates.
* Failure to submit two letters, submitting forged letters, or submitting the letters after the application deadline for any reason will render your request for consideration invalid!
* Letters may not be faxed or emailed, as that would make it impossible for the recommending person to sign the envelope.
* The letters should not be written by anyone related to you.

# Signature of Student

I hereby certify that the information presented in this form is correct and complete.

Signature of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**DIRECTIONS FOR COMPLETING THE JNHS INFORMATION FORM**

WAJerian Chapter, Windham-Ashland-Jewett Central School

Read all directions thoroughly before you begin completing this form. Allow yourself sufficient time to obtain all necessary signatures and phone numbers. **Remember,** **extensions will not be granted and incomplete forms will not be considered. A packet is not considered complete without the signed letter of intent. Follow directions exactly.**

**VERIFICATION BY ADVISOR OF ACTIVITY:**

The appropriate signatures must document all of these activities. You may obtain signatures via email or fax by having the advisor write a sentence or two verifying the participation information that you provided. The candidate should attach the printed email or fax to his or her application and write, "See attached" in the signature location.

**Leadership Positions**: List all elected or appointed leadership positions or other positions of responsibility held in school, community, or work activities. Only those positions in which you were responsible for directing or motivating others should be included (e.g., elected officer for the student body, class, or club; committee chairperson; team captain; newspaper editor; work area manager; or other community leader). Please include the name of the adult responsible for supervising your leadership in each position. If additional space is needed, please attach a separate page.

**Community / Service Activities**: List service activities in which you have participated. These can be individual or group service projects done either in or out of school. Service activities are those that are done for or on behalf of others (not including immediate family members) for which no compensation (monetary or otherwise) has been given. Please include the name of an adult supervisor who can verify your participation in each activity and also list the estimated number of hours you invested while performing this service.

**Extra Curricular & Other Community Activities**: List all other school-based activities in which you have participated in school. Include clubs, teams, musical groups, etc., and any significant accomplishments in each. List other community activities in which you have participated and note any major accomplishment in each. These should be any activities outside of school in which you participated for the betterment of your community (e.g., religious groups, clubs sponsored outside the school, Boy or Girl Scouts, community art endeavors, etc.). Do not repeat participation already listed above. Please include the name of the adult supervisor of each activity as well as the hours and accomplishments.

**Work Experience, Recognition, and Awards**: Though not a specific criterion for membership, please list below any job experiences, honors, or recognition that you have received that support your candidacy for membership in the Junior National Honor Society.

**DISCIPLINE:**

Candidates will be asked to answer questions concerning your discipline history. Discipline will not automatically disqualify a student, but will be taken into account when considering the issue of character.

**INTERVIEW and LETTERS OF RECOMMENDATION:**

In addition to completing the requested information, you must be prepared to participate in an interview with the Faculty Council, explaining why you wish to be a member of the JNHS and why you feel you would be an asset to the organization. You must also provide two (2) letters of recommendation. Please be sure to follow the instructions on the following pages very carefully.

**ISSUES OF CHARACTER:**

Issues concerning character will be taken into consideration, and will not only include documented cases of discipline. Significant or multiple reports of dishonest or inappropriate behaviors from faculty members may have an impact on Faculty Council members’ evaluation.

**SELECTION OF MEMBERS:**

The Faculty Council selects the new slate of members. It consists of five to seven teachers appointed by the Principal. Faculty/staff members will be given the opportunity to submit both positive and negative feedback on the students who are being considered by the Faculty Council. Their evaluations and comments will be shared with the Council and will be taken into consideration when making their determination. Reports of dishonest or inappropriate behavior that are not documented discipline cases will be verified by the advisor. The Faculty Council will ultimately rate each candidate and the result will be considered final.

The Faculty Council will only consider candidates who have submitted all of the above by March 12, 2013. **In order to be considered, candidates must turn in all of the following by the deadline:**

* **Signed Letter of Intent**
* **Candidate Information Form**
* **Student Activity Information Form**
* **Disciplinary Record**
* **Two Letters of Recommendation**

**NOTIFICATION OF ACCEPTANCE OR DENIAL:**

You will be notified in writing of the Faculty Council’s decision. Acceptance and regrets letters are scheduled to go to students during the first week of April. If you are granted acceptance, your letter will be accompanied by important information regarding induction and your upcoming responsibilities to JNHS.