Dear Applicant,

Thank you for your interest in employment with the ODU Children's Learning and Research Center. While we accept applications year-round, we hire teaching assistants based on the specific needs of our classrooms. Your class schedule and work availability, as well as your interview process, will also be considered.

If you are hired, you will need to complete the following:

- **Virginia Department of Social Services Background Check Form.** You will need a $10.00 money order made out to the Virginia Department of Social Services (VDSS).

- **Fingerprint Background Check.** This background check is administered through Fieldprint and will be scheduled during your interview.

- **Negative TB test/screening** (Student Health Center does them free for ODU Students)

- **Valid Driver's License or State Issued ID**

The starting pay is **$12.00** per hour with the opportunity to increase when training and professional development requirements are met in addition to a recommendation by the lead teacher.

If you have any questions or would like to check on the status of your application, please email clrc@odu.edu

Sincerely,

Kimberly Williamson, Director
STUDENT HOURLY APPLICATION
ODU Children’s Learning & Research Centers

PLEASE PRINT CLEARLY

PERSONAL INFORMATION:
Name ____________________________________________________________

UIN# __________________________ Phone # _________________________

ODU Email Address _________________________________________________

Local Address _____________________________________________________

ACADEMIC BACKGROUND:
Major ________________________ Expected Graduation Date (Month/Year) ___________ GPA ________

Classification (please circle) Freshman Sophomore Junior Senior Graduate Student

SKILLS AND PERSONAL BACKGROUND:
Personal and work experience which qualify you for this position

What do you see as your personal strengths related to this job?

What do you see as your personal weaknesses related to this job?
Working with children requires that you can get down on the floor and be on their level.

Do you have any concerns about getting dirty?    Yes      No
Do you have any concerns about being outside in the heat or cold?    Yes      No
Do you have any concerns about changing diapers?    Yes      No
Do you have any concerns about helping a child if they become sick?    Yes      No
If you circled YES to any of the above questions, please explain.

Have you ever been employed on campus before?    Yes      No
Are you available for summer employment?    Yes      No

REFERENCES
List names, phone numbers, emails and relationships of 3 persons, not related to you, including at least one professional reference.
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Please list the courses you are taking this semester:

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<th>Course</th>
<th>Days</th>
<th>Time</th>
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Indicate times YOU ARE AVAILABLE to work this semester

Monday    _____________
Tuesday   ______________
Wednesday ______________
Thursday  ______________
Friday    ______________

______________________________  ______________________
Signature                        Date