

Dear Applicant,

Thank you for your interest in employment with the ODU Child Development Center. While we accept applications year round, we hire teaching assistants based on the specific needs of the classrooms. Your schedule and availability, as well as your interview process, will be considered. If you are hired, prior to beginning employment, you will need to produce the following:

Valid Driver's License

Social Security Card

Three references with phone numbers and addresses

Negative TB test (dated within 90 days of employment)

Copies of Background Check Applications (\$27 total cost to you)

Class Schedule and Availability

Starting pay is currently \$8 per hour with the opportunity to increase when training and professional development requirements are met in addition to recommendation by your cooperating teacher.

If you have further questions or would like to check on the status of your application, please call 757.683.3320.

Sincerely,

Jane Elyce Glasgow, Director

ODU Child Development and Child Study Centers

STUDENT HOURLY JOB APPLICATION

The Child Development Center

1520 W. 48th Street
45th & Hampton Blvd. (Lions Child Study Center)
Norfolk, VA 23529
757-683-3320 or 757-683-3081
7:30-5:30 (M-F)

(PLEASE PRINT CLEARLY)

PERSONAL INFORMATION:

Name _____
Last First Middle

UIN# _____ Phone # _____

Local Address _____
Street _____
City State Zip

ACADEMIC BACKGROUND:

Major _____

Expected Graduation Month/Year _____

GPA _____

In what class are you presently enrolled? _____
Fr. Soph. Jr. Sr. Grad.

SKILLS AND PERSONAL BACKGROUND:

Personal and work experience which qualify you for this position (include dates, location and phone numbers) _____

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

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

REFERENCES

List names, address, phone numbers and relationships of 3 persons not related to you who know your qualifications.

CLASS/ WORK SCHEDULE

List courses you are taking in semester that job begins:

Course	Day	Time
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Indicate times YOU ARE AVAILABLE to work in this center this semester.

Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____

Signature

Date