

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](mailto:clrc@odu.edu)

Sincerely,

Kimberly Williamson, Director

Date of application \_\_\_\_\_

## STUDENT HOURLY APPLICATION

### ODU Children's Learning & Research Centers

Hours of Operation: Monday through Friday 7:30 am – 5:30 pm

Infant and Toddler Building: 1020 W. 47<sup>th</sup> Street, 757-683-3320

Preschool Building: 45<sup>th</sup> & Hampton Blvd. (Lions Child Study Center), 757-683-4987

Norfolk, VA 23529

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.

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**Please list the courses you are taking this semester:**

Course	Days	Time

**Indicate times YOU ARE AVAILABLE to work this semester**

Monday \_\_\_\_\_  
Tuesday \_\_\_\_\_  
Wednesday \_\_\_\_\_  
Thursday \_\_\_\_\_  
Friday \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date