

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. You will need a \$10.00 money order made out to the Virginia Department of Social Services.**
- **Fingerprint Background Check. This background check is administered through Fieldprint. Beginning October 1, 2020, the cost is \$67.00**
- Negative TB test/screening, dated within 6 months of employment.
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- Valid Driver's License or State Issued ID
- Social Security Card - If you need to apply for a social security card, you can bring the receipt in until you receive your new card. Other documents are acceptable for the I-9, but you will need a social security card to work at ODU.
- Voided check for direct deposit. If you do not have checks, a statement from your bank that includes your name, address, routing and account numbers is acceptable.
- A proxy card issued by the card center (located in Monarch Hall) before orientation. The cost is \$10.00
- Current semester class schedule and work availability

The starting pay is \$8.15 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 any questions or would like to check on the status of your application, please call 757-683-4987.

Sincerely,

Kimberly Williamson, Director

Date of application _____

STUDENT HOURLY APPLICATION

ODU Children's Learning & Research Centers

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

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

Preschool Building: 45th & 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 and relationships of 3 persons, not related to you, including at least one professional reference.

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