

# ODYSSEY LEARNING CENTER

## EMPLOYMENT APPLICATION

EQUAL OPPORTUNITY EMPLOYER

(PLEASE PRINT)

NAME: \_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS: \_\_\_\_\_  
STREET - INCLUDE APT. #

\_\_\_\_\_  
CITY STATE ZIP

PHONE: HOME (\_\_\_\_) \_\_\_\_\_ CELL (\_\_\_\_) \_\_\_\_\_

- Are you at least 18 Years of age? YES \_\_\_\_\_ NO \_\_\_\_\_ (YOU MUST BE AT LEAST 18 TO WORK AT ODYSSEY)
- Did you graduate high school or earn a GED certificate? YES \_\_\_\_\_ NO \_\_\_\_\_
- Are you prevented from lawfully becoming employed in this country because of visa or immigration status? YES \_\_\_\_\_ NO \_\_\_\_\_  
(PROOF OF CITIZENSHIP OR IMMIGRATION STATUS WILL BE REQUIRED UPON EMPLOYMENT)
- Have you ever been employed with us before? YES \_\_\_\_\_ NO \_\_\_\_\_
- Do you have friends, relatives, or live with anyone working for us? YES \_\_\_\_\_ NO \_\_\_\_\_
- If so, who? \_\_\_\_\_ Relationship \_\_\_\_\_
- Were you referred to us? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, by whom? \_\_\_\_\_
- Are you currently employed? YES \_\_\_\_\_ NO \_\_\_\_\_
- May we contact your present employer? YES \_\_\_\_\_ NO \_\_\_\_\_ Date available for hire? \_\_\_\_\_
- Have you ever been convicted of a felony or misdemeanor? YES \_\_\_\_\_ NO \_\_\_\_\_ (prior conviction may bar employment)

### JOB POSITION YOU ARE APPLYING FOR:

- TEACHER \_\_\_\_\_
- EDUCATIONAL AIDE \_\_\_\_\_
- TRANSPORTATION \_\_\_\_\_
- OTHER \_\_\_\_\_

YEAR OF HIGH SCHOOL GRADUATION \_\_\_\_\_ / DATE OF GED CERTIFICATE \_\_\_\_\_

COLLEGE \_\_\_\_\_ DATE \_\_\_\_\_

COLLEGE \_\_\_\_\_ DATE \_\_\_\_\_

This Employer fully complies with federal and state laws prohibiting discrimination in employment because of sex, age, race, color, religion, creed, gender, marital status, national origin, ancestry, medical condition, disability, or any other legally protected status or protected categories, which are now named or may be added in the future.

ODYSSEY LEARNING CENTER  
7150 SANTA JUANITA AVE. ORANGEVALE, CALIFORNIA 95662  
P 916-988-0258  
F 916-988-0423

*"Odyssey Learning Center is committed to enhancing the lives of children with autism, using a collaborative approach to educate and nurture them in their journey towards independence with integrity and dignity"*

# ODYSSEY LEARNING CENTER

EMPLOYMENT HISTORY (Please list all employment for the past 10 years, beginning with the most current)

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Job Duties: \_\_\_\_\_ Wage: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
~~~~~

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Job Duties: \_\_\_\_\_ Wage: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
~~~~~

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Job Duties: \_\_\_\_\_ Wage: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
~~~~~

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Job Duties: \_\_\_\_\_ Wage: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
~~~~~

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Job Duties: \_\_\_\_\_ Wage: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

PRE-EMPLOYMENT STATEMENT: I authorize investigation of all statements in this application. I further understand that any misrepresentation or omission of facts given may be cause for immediate discharge, if hired. I accept that as a matter of company policy, employment is at the will of the employer, and may be terminated at any time with or without cause or notice. I accept that by my signature below, I agree that any and all claims by me of unlawful discrimination and/or harassment allegedly arising during the application process, will be submitted to a neutral arbitrator for final and binding decision in accordance with procedures adopted by Schilling Robotic Systems, Inc. after investigation by the EEOC or the California Fair Employment and Housing Department are complete.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ODYSSEY LEARNING CENTER

Acknowledgement Form

Job Requirements, Essential Job Duties and Standards of Conduct

The following is a brief summation of the Odyssey Learning Center (OLC) job requirements, essential job duties and standards of conduct related to the position for which you are applying. Please read carefully, initial as indicated and sign below indicating your understanding, If you have any questions, please request clarification.

JOB REQUIREMENTS

- 1. I am able to read, write and communicate clearly and appropriately in English.
2. I can or will be able to meet all of the following requirements as a condition of employment:
At least 18 years old.
Have a High School Diploma or GED Certificate.
TB test clearance.
Clear criminal record.
Have and maintain a valid California Driver's License and acceptable driving record.
Pass pre-employment physical and physical ability test.
Meet all regulatory agency requirements.
Complete and maintain First Aid / CPR and Water Safety Certification requirements.
Complete and maintain Pro-Act Certification.
Complete and maintain continuing education hours.
Pass pre-employment drug test and maintain ability to pass drug test throughout employment.
3. I understand that swimming is a job responsibility, I will be required to complete a water safety training program and I will be required to swim with students as part of my employment.

ESSENTIAL JOB DUTIES

- 1. Teach the following skills in a classroom or community setting:
Independent Living
Communication
Recreation
Academic
Vocation
Hygiene
2. Drive and or supervise children in OLC vehicles during community access.
3. Participate in physical activities with the children such as:
Hiking
Jumping
Pushing
Walking
Bending
Pulling
Jogging
Climbing
Digging
Throwing
Raking
Lifting
4. Behavior Management and Implementation of Behavior Plans such as:
Hitting
Kicking
Biting
Head-Butting
Spitting
Hair Pulling
Pushing
Bolting/Running
Toileting
5. Cleaning tasks such as:
Laundry
Vacuuming
Cooking
Dusting
Mopping
6. Documentation of daily Data/Record Keeping
7. Medication Administration, Documentation

STANDARDS OF CONDUCT

- 1. Must be punctual, consistent and maintain cooperative work relationships.
2. Adhere to OLC dress code including: piercings, tattoos, clothing, hair color etc.
3. Follow all OLC Policies and Procedures.

ACKNOWLEDGEMENTS

I have reviewed and understand the above job related information. I understand the above information is not conclusive of the job duties and this is not to be considered a contract for work. I certify that I am fully capable of completing all of the responsibilities documented herein and I do not have a physical or mental disability that would jeopardize the health and or safety of my co-workers, students or residents of Odyssey Learning Center.

SIGNATURE: \_\_\_\_\_
effective 7-6-12

DATE: \_\_\_\_\_
HR 3040

# ODYSSEY LEARNING CENTER

## AUTHORIZATION TO RELEASE INFORMATION

As an applicant for the position listed below with Odyssey Learning Center, an Educational and Residential program for children with autism, I am required to furnish information to Odyssey Learning Center for determining my qualifications.

I voluntarily and knowingly authorize current and former employers to supply Odyssey Learning Center, whether it is verbal or written, and information pertaining to past employment.

I voluntarily, knowingly and unconditionally release any named or unnamed person(s) from any and all liability resulting from the furnishing of this information.

A photocopy of this release will be valid as an original thereof, even though the said photocopy does not contain the original writing of my signature.

Position applying for: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

PLEASE PRINT

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Odyssey Learning Center  
7150 Santa Juanita Avenue, Orangevale, CA 95662  
P. 916.988.0258 F. 916.988.0381

ODYSSEY LEARNING CENTER

Criminal Record Disclosure Statement

California State Law, Dept. of Education, Section 44237, requires that persons associated with schools be fingerprinted and disclose any convictions. A conviction is any plea of guilty, a plea of no contest or a finding of guilt by a judge or jury.

- 1. Have you ever been convicted of a crime in California? Yes \_\_\_\_ No \_\_\_\_
2. Have you ever been convicted of a crime from another state, federal court, military or jurisdiction outside of the United States? Yes \_\_\_\_ No \_\_\_\_
3. Have you been convicted of a misdemeanor involving drugs, alcohol, crime of violence, dishonesty or theft in any federal, state, county or municipal court? Yes \_\_\_\_ No \_\_\_\_
4. Have you ever been convicted of any other misdemeanors not listed above? Yes \_\_\_\_ No \_\_\_\_

If you answered "Yes" to any of the above questions (1through 4), please state the month and year of the conviction and the court in the space provided below. Continue on the back side if necessary.

Three horizontal lines for providing conviction details.

\*Note: If the criminal background check reveals any conviction(s) that you did not disclose on this form, your failure to disclose the conviction(s) may result in denial of employment. Misdemeanor convictions will be considered on an individual basis.

I declare under penalty of perjury under the laws of the State of California that I have read and understand the information contained in this affidavit and that me responses and any accompanying remarks or attachments are true and correct.

Your Name

Your Address City Zip

Social Security Number Date of Birth

DMV License Number

Your Signature Today's Date