Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last First Middle

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street – Include APT # City State Zip Code

Home Phone: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Cell Phone: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 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

* 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 so, by who? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Are you currently employed? YES NO
* May we contact your present employer? YES NO
* Date available for hire? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POSITION YOU ARE APPLYING FOR:**

\_\_\_ Teacher

\_\_\_ Educational Aide

\_\_\_ OTHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year of High School graduation: \_\_\_\_\_\_\_\_\_\_ or Date of GED certificate: \_\_\_\_\_\_\_\_\_\_

* College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ From: \_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_
* College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ From: \_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**AUTHORIZATION TO RELEASE INFORMATION**

As an applicant for the position listed below with Odyssey Learning Center, an Educational for children and young adults 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)

**Acknowledge Form:**

**Job Requirements, Essential 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 Requirement**

\_\_\_\_ 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:

* Be 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 licensing and regulatory 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 Direct Support Professional I and II test (Residential Staff)

**Essential Job Duties**

\_\_\_\_\_ 1. Teach the following skills in a classroom, home, or community setting:

Independent Living Communication Recreation

Academic Vocational 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, and health care appointments.

**STANDARDS OF CONDUCT**

\_\_\_\_\_ 1. Must be punctual with predicable attendance.

\_\_\_\_\_ 2. Ability to get along and work effectively with others.

\_\_\_\_\_ 3. Adhere to OLC dress code including:

Piercings, tattoos, clothing, hair color, etc.

\_\_\_\_\_ 4. Follow all OLC Policies and Procedures.

**ACKNOWLEDGMENTS**

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 or safety of my co-workers, students or residents of Odyssey Learning Center.