



Employment Application

7150 Santa Juanita Ave., Orangevale, CA 95662

Equal Opportunity Employer

P. 916.988.0258
F. 916.988.0423

Name: _____
Last First Middle

Address: _____
Street – Include APT # City State Zip Code

Home Phone: () _____ | Cell Phone: () _____

- Are you at least 18 years of age? (you must be at least 18 to work at Odyssey) YES NO
- 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?
 - If so, who? _____
 - Relationship: _____
- Were you referred to us?
 - 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
- ___ Transportation/Instructional Aide
- ___ Instructional Aide
- ___ OTHER: _____

Year of High School graduation: _____ or Date of GED certificate: _____

- College: _____ From: _____ To: _____
- College: _____ From: _____ To: _____

This employer fully complies with the 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 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”



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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: _____

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Address: _____ Hours per week: _____
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AUTHORIZATION TO RELEASE INFORMATION

As an applicant for the position listed below with Odyssey Learning Center, an educational program 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)



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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 (21 years for Transportation/Instructional Aide)
 - 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
 - Meet all licensing and regulatory requirements
 - Complete and maintain First Aid/CPR and Water Safety Certification requirements
 - Complete and maintain Pro-ACT certification

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 |



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_____ 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 and documentation

STANDARDS OF CONDUCT

- _____ 1. Must be punctual with predictable 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.

Signature: _____ Date: _____