

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.

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. 47

