

**Therapeutic PATHWAYS/Kendall School**  
**Application for Instructional Assistant Position**

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

**APPLICANT INFORMATION**

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

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

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

Phone number (including area code) where you can most easily be reached

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Home Address:

Street and Apartment number \_\_\_\_\_

City: \_\_\_\_\_, State \_\_\_\_\_ Zipcode \_\_\_\_\_

Mailing address (if different)

City: \_\_\_\_\_, State \_\_\_\_\_ Zipcode \_\_\_\_\_

Driver's License #: \_\_\_\_\_

Are you 18 or older? Yes\_\_\_\_ No\_\_\_\_

After employment, can you provide proof of age? Yes\_\_\_\_ No\_\_\_\_

Check all those that apply to you.

Am a high school graduate and can provide a copy of my diploma

Type name of high school and year of graduation

High School: \_\_\_\_\_ Location: \_\_\_\_\_ Yr: \_\_\_\_\_

Can lift 50 pounds

Can lift 80 pounds

Able to move quickly as the children's programs often involve rapid transitions from one activity to the next (e.g., on the floor with toys to a small table and chairs)

Understand and agree to adhere to the professional [dress code](#)

Possess a good work ethic (e.g., punctual, complete all assigned tasks without reminders)

Able to follow directions precisely and respond well to supervision and feedback

Act with good common sense

Have read and understand drug screening and [substance abuse policy](#)

Have read, understand, and agree to follow [confidentiality agreement](#)

Have read, understand, and agree to follow TB (Tuberculosis) testing policy

Have read, understand, and agree to act as a mandated reporter

Have read, understand, and agree to [fingerprint policy](#)

Multi-task (can do more than one task at a time)

Have read the description of the agency at the website [www.tpathways.org](http://www.tpathways.org) or [www.kendallschool.org](http://www.kendallschool.org) and FAQ

Have completed some college coursework

Complete all parts of the application below:

**MOST RECENT EMPLOYMENT**

Job Title/Position: \_\_\_\_\_

City/State: \_\_\_\_\_

Company: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Hourly/Salary: \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Supervisor's Telephone number \_\_\_\_\_

Date Hired/Left: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this person?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Have you ever been convicted of child abuse, drug abuse, or sexual misconduct?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Have you ever been convicted of any other felony or misdemeanor?

Yes \_\_\_\_\_ No \_\_\_\_\_

Note: The Kendall School and Therapeutic Pathways have strict policies regarding the use of substances. Employees are subject to [fingerprinting](#) as well as the [drug screening](#).

In addition, If you checked "yes" to #3 or #4, please explain below.

**5. Location**

We have centers in Modesto, Tracy, and Elk Grove, California. We also provide services at schools and homes in neighboring communities. Please check all the locations where you are interested in working.

- \_\_\_\_\_ Tracy
- \_\_\_\_\_ Stockton
- \_\_\_\_\_ Modesto
- \_\_\_\_\_ Elk Grove
- \_\_\_\_\_ Sacramento
- \_\_\_\_\_ Roseville
- \_\_\_\_\_ Rocklin
- \_\_\_\_\_ Folsom

**6. Availability**

Although there are a few exceptions, morning shifts are 8:30 a.m.-12 Noon or 9 a.m.-12:30 p.m.. Afternoon shifts are scheduled from 12:30-4:00 p.m. or 1 p.m. -4:30. You may work one or both shifts on a given day.

Please indicate all shifts you are available to work (maximum 20 hours per week). Please indicate the total number of hours you are interested in working each week.

10-15 \_\_\_\_\_ or 15-20 \_\_\_\_\_

Date available to start working \_\_\_\_\_

Work schedules are revised 3 times a year in accordance with quarter and semester systems at local colleges and Universities. Please complete this schedule in accordance with your available start date.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM						
PM						

**7. College(s) attended, dates, location**

Name	Location	Dates of enrollment

Major: \_\_\_\_\_

Expected Date of B.A./B.S. \_\_\_\_\_

Currently Enrolled in accredited college or university? Yes \_\_\_\_ No \_\_\_\_

Current GPA \_\_\_\_\_

Attach transcript or bring to interview

Optional: List college coursework potentially relevant to Instructional Assistant Position

Dept and Course Number	College or University	Name of course	Number of units	Grade

Note: If you are invited to an interview, you are encouraged to bring a recent copy of your college or university transcript.

**8. Professional Work or College/University Reference**

- 1. Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Contact Phone Number \_\_\_\_\_

Is this person completing a reference form? (optional) ([click here to print reference form](#))

- 2. Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Contact Phone Number \_\_\_\_\_

Is this person completing a reference form? (optional) ([click here to print reference form](#)).

Yes \_\_\_\_\_ No \_\_\_\_\_

The reference form may be mailed separately, brought to the interview or attached to this application.

**9. Description of background and motivation** (*Limit 300 words each*)

- 1. Please detail any experience you have with working with children

2. State the reason why you are applying for the Instructional Assistant Position

3. Based on your understanding of the position, please describe some qualities you have that make you suitable for the position.

**10. Any additional comments** *(optional) (limit 300 words)*

I, \_\_\_\_\_, certify that all the information contained in this application is correct and accurate to the best of my knowledge.

\_\_\_\_\_  
Applicant Name/Signature

Date \_\_\_\_\_

Optional:

**HOW DID YOU LEARN ABOUT *Therapeutic* PATHWAYS?**

Employee \_\_\_\_\_ (Name: \_\_\_\_\_ )

College \_\_\_\_\_

Brochure \_\_\_\_\_

Newspaper Ad \_\_\_\_\_

Other \_\_\_\_\_ (Please Describe: \_\_\_\_\_ )

**Feedback about this application or website?**

## **DRESS CODE**

**Therapeutic PATHWAYS, Inc./Kendall School** is a professional agency providing services in a variety of settings. As an employee you are required to adhere to the following dress code regulations. Failure to follow the dress code may result in reminder, warning, and/or immediate termination.

### **◆ Clean and neat attire**

- Wear clothing free of holes or frays
- Wear clothing that does not expose undergarments
- No garments with inappropriate logos or graphics
- Sleeveless shirts must have wide shoulder straps (at least 1 inch)
- Wear clothing that fits appropriately, neither too large nor too small (no exposed midriffs)
- When attending school with a client, consult preschool/school dress code ([link here](#))
- Be conservative when judging the length of shorts and skirts (you must be able to work on the floor and be active).
- Shoes are required (you may take them off if you are working in home and the parents request you to do so when entering the home).

Closed-toed shoes are preferred.

Sandals must have a back ankle strap.

Heels may not exceed 1 inch.

Flip-flops are not permitted.

### **◆ Absence of jewelry for employee and client safety**

- Piercing of visible body parts must conform to safety standards – no hoops or jewelry that can be grabbed by children
- No pierced tongues (this interferes with speech)
- No stretched earlobes, lips, etc.
- Therapeutic Pathways is not liable for loss or damage to personal property

### **◆ Short, clean nails (no longer than “sport length”)**

### **◆ No visible tattoos**

**◆ No strong scents are allowed, including: perfume, cologne, scented lotions and cigarette smoke.**

**Drug/Alcohol Screening**  
**Including Use and Possession**

Therapeutic Pathways/The Kendall School is firmly committed to a safe and drug-free environment for our clients and employees. The unlawful use, possession, sale of drugs or alcohol by employees will not be tolerated. Therapeutic Pathways/The Kendall School prohibits any employee from reporting to work, or remaining on duty, with ANY detectable level of alcohol or illicit drugs in their bodies. All applicants (including present employees applying for new positions within the agency) are offered employment contingent upon their successful passing of a drug/alcohol test. Failure to submit to such testing shall be grounds for refusal of employment. If applicants have a positive test result, Therapeutic Pathways reserves the right to immediately withdraw the offer of employment unless the applicant can provide a satisfactory explanation of the positive test, and thereafter can take and pass another drug/alcohol test. As an employee of the agency, you represent the agency. Failure to conduct yourself in a way that leads others to question your professional ability to work effectively with children with special needs may result in termination.

**Procedures and Guidelines to Protect Confidential Information**  
**Legal and Ethical Considerations**

***When you observe children or family members as part of your interview for the Instructional Assistant position, you must keep any and all information confidential. If you observe a child or family member who is known to you, or becomes known to you at a later time, you may not reveal that information to anyone else except for staff members.***

If you are hired as an Instructional Assistant, you will receive additional training in policies and procedures related to confidentiality of employees, families, and children while at work and outside of the work setting. Therapeutic **PATHWAYS** is a professional agency. As an employee, your appearance and behavior represent the agency. You are responsible for maintaining the following codes of confidentiality and professionalism while providing services in a child's home, at the Kendall School, in other educational settings, and in the community. Breaking confidentiality or engaging in unprofessional behavior will result in immediate termination.

Confidentiality extends to acknowledging that a child or family is a client, is receiving, or is under consideration for receiving services. *Confidentiality may be broken if child abuse is being reported.* The California Welfare and Institutions Code 5328 through 5330 govern confidentiality. An intentional violation of confidentiality constitutes a cause for discipline, up to and including termination of employment.

***Confidentiality extends even after your employment with Therapeutic Pathways/The Kendall School ends.***

## FINGERPRINT POLICY

In California, employees who work with children must have their fingerprints cleared through the Department of Justice and the FBI. This means that if you are hired, we will be able to review past records of arrest and convictions and will receive notification of subsequent violations during your employment with Therapeutic Pathways. Please discuss with us in advance if you have any questions about the screening and clearance policy.

After a tragedy in a high school in the Sacramento area, California State Law and Education Code now require that all employees of schools and agencies that serve children be screened via fingerprinting. This means that you must be fingerprinted and that these fingerprints will be sent for review to federal and state agencies. These agencies will, in turn, report to Therapeutic Pathways any misdemeanors and felonies in your background. Before being hired at Therapeutic Pathways, your fingerprints must clear at both State and Federal levels.

We **require** that employees be fingerprinted and screened at an agency that uses the **Live Scan** process. The fee for Live Scan is \$66.00. Therapeutic Pathways pays this \$66.00 processing fee, however, if employment is terminated within the first 6 months from the official hire date (at the will of either the employee or employer), the \$66.00 will be deducted from the employee's paycheck. In addition, the employee will be responsible for paying the consultation fee from the fingerprinting agency (which is noted in the right-hand column). Live Scan fingerprints are taken at locations in Modesto, Escalon, Ripon, Stanislaus, Stockton, Sacramento, and Elk Grove.