LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES – CERTIFICATED RECRUITMENT & SELECTION SECTION

# APPLICANT CHECKLIST

SCHOOL OCCUPATIONAL THERAPIST AND SCHOOL PHYSICAL THERAPIST

Please use this checklist to determine if you have included all necessary materials before submitting your supporting documents to School OT & PT Office.

☐ 1. Have you accurately completed your online application?

☐ 2. Have you completed and submitted the "Addendum to the Job Description" form?

☐ 3. Have you submitted a cover letter?

☐ 4. Have you submitted a current resume?

☐ 5. Have you submitted your written statement?

☐ 6. For OT's: a) Have you submitted a copy of your ***original wall certificate*** from NBCOT?

☐ b) Have you submitted a copy of your ***original wall certificate*** of your California OT license (or current state license)?

☐ 7. For PT's: Have you submitted a copy of your California PT license (or current state license)?

☐ 8. Have you submitted a copy of your Driver's License?

☐ 9. Have you submitted a copy of your Social Security Card?

☐ 10. Have you submitted a copy of your Resident Alien (Green) Card, if applicable?

After completing the above, please sign and date below and submit this checklist with required documents to:

Los Angeles Unified School District
Division of Special Education
Related Services Department
School OT & PT Office
333 South Beaudry Avenue
16th Floor
Los Angeles, CA 90017

_____ SS# __ __ __ - __ __ - __ __ __ __
Signature Date