



Los Angeles Unified School District
Human Resources Division – Certificated Employee Operations

SCHOOL OCCUPATIONAL THERAPIST AND SCHOOL PHYSICAL THERAPIST

Applicant Employment Checklist

Please use this checklist to ensure that you have included all necessary materials in your online application on our LAUSD Human Resources (Certificated) Occupational Therapy and Physical Therapy Program application website: <https://achieve.lausd.net/Page/4624>. This checklist must be included.

- Cover Letter
- Current Resume
- Signed Applicant Employment Checklist (complete, scan, and upload this document)
- For OTs: 1) Copy of “frameable” wall certificate from NBCOT
 2) Copy of current California OT license or current state issued license
 (Active California OT license will be needed at time of processing if
 offered a position)
- For PTs: 1) Copy of current California PT license or current state issued license
 (Active California PT license will be needed at time of processing if
 offered a position)
- Submit Reference forms. Be sure to let the program contact person know they are in
 “pending status”.

I have read and reviewed the “Class Description” for the position which I am applying. There is nothing listed in the “Functions” or “Qualifications” that precludes me from performing the requirements of the assignment.

Print Name: _____ **Date:** _____

Signature: _____

Please sign and submit this checklist with your documents.
Please call 213-241-6200 if you need additional information.