



**Ascend ABA**

**ASCEND APPLIED BEHAVIOR ANALYSIS P.C.**

7226 Roosevelt Avenue,  
Jackson Heights, NY 11372  
info@ascend-aba.com  
888-500-0230

### **RBT ONBOARDING CHECKLIST**

- RESUME
- APPLICATION FORM
- STATE ID / DRIVER'S LICENSE
- PASSPORT
- GED/ HIGH SCHOOL DIPLOMA
- DIRECT DEPOSIT
- I-9 form
- W4 form
- BACKGROUND CHECK

### **TRAINING REQUIREMENTS**

- MANDATED REPORTER TRAINING
- SEXUAL HARASSMENT TRAINING
- JOB OFFER
- ORIENTATION
- SIGN COMPANY POLICY
- 40-HOUR RBT TRAINING
- COMPETENCY ASSESSMENT
- RBT CERTIFICATION
- CASE ASSIGNMENT
- HIPAA TRAINING



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## **Behavior Technician Application Form**

### **Personal Information**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### **Position Information**

Position Applied For: \_\_\_\_\_

Date Available to Start: \_\_\_\_\_

Preferred schedule: \_\_\_\_\_

### **Education Background**

High School Diploma/GED

Institution Name: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

College/University (if applicable)

Institution Name: \_\_\_\_\_

Degree: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

### **Relevant Certifications:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Languages Spoken**

List any languages you speak and your proficiency level (e.g., basic, conversational, fluent):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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### **Special Interests**

Please list any special interests or hobbies that may relate to your work as a Behavior Technician:

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### **Work Experience**

Most Recent Employer

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

Position: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Previous Employer

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

Position: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

### **Skills and Qualifications**

Describe any relevant skills or experiences that make you a suitable candidate for this position:

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### **References**

Reference 1

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

Relationship: \_\_\_\_\_

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

Reference 2

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

Relationship: \_\_\_\_\_

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



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### **Additional Information**

Why are you interested in the Behavior Technician position?

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Do you have experience working with individuals with behavioral challenges? If so, please elaborate:

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### **Certification and Signature**

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that any false information may disqualify me from consideration for employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date