

CASA of Freestone and Limestone Counties

**Employment Application**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Personal Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LAST FIRST MIDDLE INITIAL

(MAIDEN)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_/\_\_/\_\_\_ Social Security Number: \_\_\_\_-\_\_\_\_-\_\_\_\_

Home phone number :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of emergency contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: (\_\_\_)\_\_\_\_-\_\_\_\_\_ Driver’s License Number/ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_\_\_ Name of your automobile Insurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How Did You Learn About Us? □ Internet □ Walk-in □ Ad □ Employee □ Friend □Other

**Employment Experience** (List below last four employers, starting with the most recent)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From  Mo. Yr. | To  Mo. Yr. | Company | | Phone Number  ( ) | Immediate Supervisor |
| Wage  $ | | | Address | | |
| Job Title | | | Reason for leaving | | |
| Nature of Duties | | | | | |
| From  Mo. Yr. | To  Mo. Yr. | Company | | Phone Number  ( ) | Immediate Supervisor |
| Wage  $ | | | Address | | |
| Job Title | | | Reason for leaving | | |
| Nature of Duties | | | | | |
| From  Mo. Yr. | To  Mo. Yr. | Company | | Phone Number  ( ) | Immediate Supervisor |
| Wage  $ | | | Address | | |
| Job Title | | | Reason for leaving | | |
| Nature of Duties | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From  Mo. Yr. | To  Mo. Yr. | Company | | Phone Number  ( ) | Immediate Supervisor |
| Wage  $ | | | Address | | |
| Job Title | | | Reason for leaving | | |
| Nature of Duties | | | | | |

|  |  |  |
| --- | --- | --- |
| Current Open Position for which you are applying: | Date Available: | Are you available to work:  □ Full Time □Part Time  □Temporary |
| Are you currently  employed?  □ Yes □ No | If so, may we contact your present employer?  □ Yes □ No | If you are under 18 years  of age, can you provide  required proof of eligibility  to work?  □ Yes □ No |
| Are you Legally Authorized to work in the United States?  (Proof of citizenship or immigration status will be required upon  employment)  □ Yes □ No | Have you ever been convicted of a crime other than a minor traffic offense?  □ Yes □ No | Will you submit to a  background check as part  of the employment  process?  □ Yes □ No |

**Educational Background**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name & Location of School | Check last year  attended in School | | | Did you Graduate? | Degree or Certificate |
| **High School** | | □9 □10 □11 □12 | □ Yes □ No | | |
| **College** | | □1 □2 □3 □4 | □ Yes □ No | | |
| **Graduate**  **School** | | □1 □2 □3 □4 | □ Yes □ No | | |
| **Other**  **(Specify)** | | | | | |

Are you presently enrolled in school? Yes \_\_\_\_\_\_ No \_\_\_\_\_\_

If yes, name of school and course of study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of any professional license held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date licensed: \_\_\_\_\_\_\_ Do you speak another language other than English? \_\_\_\_\_ Language: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Skills: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hobbies/special interests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Criminal Background Check**

**A CASA program does not accept applicants if they, or an immediate family member, have been convicted, or have prior charges, or have charges pending for a felony or misdemeanor involving a sex offense, violent act, child abuse or neglect, delivery of illegal drugs or related acts that would pose risk to children or to the CASA program’s credibility.**

Have you ever been charged with or convicted of a felony or misdemeanor offense? Yes \_\_\_\_\_\_ No \_\_\_\_\_\_

If so, state the charge and disposition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you or has anyone in your family been involved with:

Child Protective Services \_\_\_\_\_\_\_; Federal, State or local courts/legal programs \_\_\_\_\_\_\_; or Any other agencies offering services to a child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If so, please explain the circumstances: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ List all other cities in Texas where you have resided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

“I hereby authorize the Department of Public Safety and Texas Department of Protective and Regulatory Services to release to Texas CASA and Bi-StoneCASA any record of information concerning my record, including any crime committed or alleged to have been committed by me. This includes but i s not limited to arrest records and conviction data.

I hereby release the Department of Public Safety and Texas Department of Protective and Regulatory Services as custodian of such records, including officers, employees, or related personnel, both individually and collectively, from any and all liability or for damages of any type which may at any time result to me, my family, or associates because of compliance with this authorization.

The Texas Department of Protective and Regulatory Services may obtain information from the Texas Department of Public Safety, the Federal Bureau of Investigation, and other law enforcement agencies.”

Initial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Non-relative References:**

(If you are employed, one reference should be from your employer or previous employer.) 1) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CITY STATE ZIP CODE

Phone number: (\_\_\_)\_\_\_\_-\_\_\_\_\_ or (\_\_\_)\_\_\_\_-\_\_\_\_\_Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years Known\_\_\_\_\_\_\_\_\_\_\_\_\_

2) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CITY STATE ZIP CODE

Phone number: (\_\_\_)\_\_\_\_-\_\_\_\_\_ or (\_\_\_)\_\_\_\_-\_\_\_\_\_ Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years Known\_\_\_\_\_\_\_\_\_\_\_\_\_

3) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CITY STATE ZIP CODE

Phone number: (\_\_\_)\_\_\_\_-\_\_\_\_\_ or (\_\_\_)\_\_\_\_-\_\_\_\_\_Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years Known\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE INCLUDE A COMPLETE RESUME WITH THIS APPLICATION

**Declaration**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby declare that all of the answers provided on my employment application are true. Falsification of this document is grounds for disqualification or termination of employment. I understand that the information requested in this application will be used only for the purpose of determining suitability as a CASA employee. I understand the sensitive and confidential nature of any official documents, reports, or other material I may examine in my capacity as a CASA employee.**

**I will discuss information related to my CASA employment with only those people directly involved in the cases or who will be consulted for their professional knowledge and expertise. My employment will be contingent upon the successful completion of the background screening. I will have the right to make a written request for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation.**

**This waiver does not permit the release or use of disability related or medical information in a manner prohibited by the American with Disabilities Act (ADA) and other relevant federal and state laws. I understand and agree that if I am offered employment; my employment can be terminated, with or without cause, and with or without notice, at any time, at the option of the Organization or myself.**

**Release: I hereby authorize any prior employers to provide such information about my employment record or any information they have concerning my employment record and authorize such employees to supply you, upon request at any time, with any information they have regarding my character, ability, job performance and reasons for leaving employment. I will hold such employers and the company harmless for such disclosures.**

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_