

CASA of Central Texas Employment Application

Please fill out completely. Type in your information or handprint using a black or blue pen.

Personal Information

Name (Last, First, MI)

Street address

City, State, Zip

Home phone number

Work phone number

Cell phone number

E-mail address

Driver's license number/state/expiration *(only if job involves any driving)*

Employment Desired

Position applied for

How did you hear about this position?

Date available for work

Desired hours (full time, part time, etc.)

Education

	Name of School	City, State	Date of Graduation (College level only)	Degree/ Diploma
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

List any seminars, classes or other education not listed above which may help qualify you for this position

.....

.....

Last Name, First Initial:

Today's Date:

Employment Application

Employment History

List below all present and past employers (including volunteer work) over the past ten years, starting with your **most recent** employer. Account for all periods of unemployment. You must complete this section even if attaching a resume.

1.	Employer (Current? <input type="checkbox"/> Yes <input type="checkbox"/> No) (May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No)	Start Date	End Date	Essential job functions of final position
	Address			1.
	City, State, Zip	Starting Pay	Ending Pay	2.
	Phone number			3.
	Fax number	Supervisor(s)		4.
	Job position(s)	E-mail address of supervisor		
Reason(s) for leaving (or wanting to leave if currently employed)				
What value did you add to this company or its customers?				
2.	Employer	Start Date	End Date	Essential job functions of final position
	Address			1.
	City, State, Zip	Starting Pay	Ending Pay	2.
	Phone number			3.
	Fax number	Supervisor(s)		4.
	Job position(s)	E-mail address of supervisor		
Reason(s) for leaving				
What value did you add to this company or its customers?				

[PLEASE CONTINUE ON NEXT PAGE]

Employment Application

Employment History

3.	Employer	Start Date	End Date	Essential job functions of final position
	Address			1.
	City, State, Zip	Starting Pay	Ending Pay	2.
	Phone number			3.
	Fax number	Supervisor(s)		4.
	Job position(s)	E-mail address of supervisor		
	Reason(s) for leaving			
	What value did you add to this company or its customers?			
4.	Employer	Start Date	End Date	Essential job functions of final position
	Address			1.
	City, State, Zip	Starting Pay	Ending Pay	2.
	Phone number			3.
	Fax number	Supervisor(s)		4.
	Job position(s)	E-mail address of supervisor		
	Reason(s) for leaving			
	What value did you add to this company or its customers?			

[PLEASE CONTINUE ON NEXT PAGE]

Employment Application

Employment History

5.	Employer	Start Date	End Date	Essential job functions of final position	
	Address			1.	
	City, State, Zip		Starting Pay	Ending Pay	2.
	Phone number				3.
	Fax number	Supervisor		4.	
	Job position(s)	E-mail address of supervisor			
	Reason(s) for leaving				
	What value did you add to this company or its customers?				
<hr/> <hr/>					
6.	Employer	Start Date	End Date	Essential job functions of final position	
	Address			1.	
	City, State, Zip		Starting Pay	Ending Pay	2.
	Phone number				3.
	Fax number	Supervisor		4.	
	Job position(s)	E-mail address of supervisor			
	Reason(s) for leaving				
	What value did you add to this company or its customers?				
<hr/> <hr/>					

[PLEASE CONTINUE ON NEXT PAGE]

Employment Application

Additional Information

List any professional, trade, business or civic activities and offices held. You may exclude membership that would reveal gender, race, ethnicity, religion, national origin, genetic information, ancestry, age, disability or any other protected status.

List any languages other than English that you can speak, read or write that could be of benefit to the position applied for:

	Fluent	Good	Fair
Speak			
Read			
Write			

If hired, what value would you bring to our organization?

Employment Application

Additional Information

Have you ever been employed with this organization before? Yes No
If Yes, when?

Do you have any friends or relatives employed by this organization? Yes No
If Yes, please provide their names and relationship to you:

Are you currently employed? Yes No
May we contact your employer? Yes No
Are you currently on "lay off" status and subject to recall? Yes No

If you are under 18 years of age, can you provide proof of your eligibility to work? Yes No N/A

If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.? Yes No

If hired, would you be able to travel or work overtime or weekends as needed? Yes No

INSTRUCTIONS FOR ANSWERING APPLICATION QUESTION ABOUT BEING CONVICTED OF A CRIME OR OTHER STATE-SPECIFIC REQUIREMENTS

Please respond to the following questions in the most complete and accurate manner possible. Do not identify convictions for which the criminal record has been expunged or sealed by the court or misdemeanor convictions for which any probation has been completed and the case dismissed by the court. Furthermore, please note that no applicant will be denied employment solely on the grounds that they have been charged, committed, or convicted of (or pleaded guilty or no contest in) a criminal offense, or solely on an affirmative answer, except that an applicant whose background check produces a conviction, guilty plea, plea of no contest, acceptance of deferred adjudication or pending charge is barred from employment if the charge is any level of offense under the Texas Penal Code listed in Texas CASA Standards, including a felony or misdemeanor involving a sex offense, child abuse or neglect, or related acts that would pose risks to children or CASA of Central Texas' credibility. The nature, date, surrounding circumstances and relevance of the offense to the position(s) applied for will be considered. A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question. CASA of Central Texas repeats the required background checks for each staff member at least every two (2) years. If the prospective staff has lived in another county and the jurisdiction is not covered by the national criminal check background check utilized, CASA of Central Texas secures county and state criminal record checks and a child abuse registry or child protective services check where permissible in any county and state in which the person has resided for the previous seven (7) years.

Have you ever, under your name or another name, been convicted off (or pleaded no contest to) a felony or misdemeanor? Yes No

Have you ever, under your name or another name, been convicted of a crime, which resulted in your being in prison and/or jail and released from prison and/or jail or paroled? Yes No

If yes to either question above, please fully explain when, where and of what you were convicted and the result of the case(s). _____

Employment Application

REFERENCES:

List below three persons not related to you who have knowledge of your work performance within the last 5 years

Name <input type="checkbox"/> Personal <input type="checkbox"/> Professional		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

Name <input type="checkbox"/> Personal <input type="checkbox"/> Professional		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

Name <input type="checkbox"/> Personal <input type="checkbox"/> Professional		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

Additional Space

Additional space provided to expand on any points or questions asked previously in this application

PLEASE USE ADDITIONAL PAPER IF NECESSARY

Employment Application

Please read each statement closely and initial each acknowledging your understanding

Equal Employment Opportunity Statement

_____ This Organization is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. The Organization desires to maintain a work environment that is free of sexual harassment and discrimination due to race, ethnicity, religion, color, national origin, genetic information, physical or mental disability, age or any other status protected by Federal, State or local laws. The Organization will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for the Organization.

Discrimination and Sexual Harassment Policy Statement

_____ This Organization will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination. Prohibited sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Disclosure to Applicants Concerning Drug/Alcohol Testing

_____ If you are offered a position with the Organization, you may be given a drug/alcohol test as a condition of employment. Your refusal to timely submit to a drug/alcohol test or your failure to pass such a test means you will not be employed by this organization. Neither the collector of specimens nor the medical professional who reviews the test results will be an organization employee. The test results will be kept confidential. The individual undergoing testing will not be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment.

Name: _____

Signature: _____

Complete and Accurate Information

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

At-Will Employment

I understand and agree that if I am employed, my employment will be "at-will", which means that the Organization may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, the Organization will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superceded and that no promise or representation contrary to the foregoing is binding on the Organization unless made in writing and signed by the Organization's Board President.

Testing Authorization

If offered a position with the Organization, I hereby agree to any legally permitted physical, psychological, skill, drug or medical test required by the Organization as a condition of employment.

Investigation Authorization

I authorize investigation into all statements and references contained in this application. Said investigation may include interviews with past employers, workers and friends. Said investigation may include credit, driving, criminal background, references and other background checks, including the following: (1) Social security number verification, (2) Texas criminal record check obtained from the Texas Crime Information Center maintained by the Texas Dept. of Public Safety, (3) National criminal record check obtained from the National Crime Information Center (NCIC) maintained by the FBI, (4) Texas Public Sex Offender Registry check maintained by the Texas Dept. of Public Safety, (5) National Sex Offender Registry check maintained by the U.S. Dept. of Justice, (6) The Child Abuse and Neglect Central Registry maintained by the Texas Dept. of Family and Protective Services, (7) motor vehicle records. As a condition of applying for this job, I authorize reasonable post-hire investigations into my credit, driving and criminal background.

Organization's Obligation

I understand and agree that the Organization's acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that the Organization has agreed to hire me. I understand that the Organization is under no obligation to hire me as the result of accepting this completed application.

A staff applicant is rejected by CASA of Central Texas if he/she refuses to sign a release of information form or submit the required information or fingerprints for any of the required checks.

MY ANSWERS HAVE BEEN TRUE AND ACCURATE. I HAVE READ AND UNDERSTAND THE ABOVE POLICY STATEMENTS AND AGREE TO BE BOUND BY THEM IF EMPLOYED BY THE ORGANIZATION.

Signature

Date

Employment Application

For Personnel Department Use Only

INTERVIEW CHECKLIST

1. Application reviewed on _____ by _____
2. Denial letter sent _____
3. Interview letter sent _____
4. Interview scheduled for _____

ADDITIONAL NOTES:
