



CASA for the Highland Lakes Area Application for Employment

Our policy is to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, marital status, physical or mental disabilities, or veteran status. Application content must be clear and legible in order to be considered for employment.

Date: _____

Last Name: _____ First Name: _____ MI: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Alt. Telephone: _____

Email Address: _____

Are you a citizen of the United States? Yes No If No, are you authorized to work in the US? Yes No

Are you 21 years of age or older? Yes No

Are you applying for a posted position? Yes No If Yes, what position: _____

How did you hear of this position? _____ Desired Salary: _____ Date Available: _____

Education & Skills

High School: _____ Diploma/GED? Yes No

Are you presently Enrolled in School? Yes No If yes, name of school: _____

College: _____ Dates Attended: _____ Degree: _____

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Are you fluent (orally AND written) in any languages other than English? Yes No

If so, what language(s): _____

Do you hold any professional licenses? If so, list: _____

Describe other skills or qualifications that are relevant to the position for which you are applying:

Employment and Volunteer History

Company Name: _____		
Position Held: _____	Start and End Dates: _____	<input type="checkbox"/> Volunteer <input type="checkbox"/> Employed
Hours worked per week: _____	End Salary: _____	Name of Supervisor: _____
Address: _____		Telephone: _____
Brief Description of Job Duties: _____		

Reason(s) for Leaving: _____		

Company Name: _____		
Position Held: _____	Start and End Dates: _____	<input type="checkbox"/> Volunteer <input type="checkbox"/> Employed
Hours worked per week: _____	End Salary: _____	Name of Supervisor: _____
Address: _____		Telephone: _____
Brief Description of Job Duties: _____		

Reason(s) for Leaving: _____		

Company Name: _____		
Position Held: _____	Start and End Dates: _____	<input type="checkbox"/> Volunteer <input type="checkbox"/> Employed
Hours worked per week: _____	End Salary: _____	Name of Supervisor: _____
Address: _____		Telephone: _____
Brief Description of Job Duties: _____		

Reason(s) for Leaving: _____		

References: <i>Please list three unrelated references:</i>		
Name: _____	Phone: _____	Relationship: _____
Name: _____	Phone: _____	Relationship: _____
Name: _____	Phone: _____	Relationship: _____
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Criminal History Information

_____ I understand that CASA for the Highland Lakes Area will ask applicants to complete a criminal records fingerprint check, which will reveal any arrest, charge, or conviction.

_____ I understand that failure to disclose any and all information regarding criminal history could result in non-acceptance to the program or termination from the program should undisclosed criminal history be discovered.

_____ I understand that any applicant found to be convicted, or having charges pending, for a felony or misdemeanor involving a sex offense, child abuse or neglect, or related acts that would pose risks to children or the CASA program's credibility is not accepted as a CASA employee

Disclosure:

I have have not been charged or convicted of a felony or misdemeanor. (the fact that you have completed deferred adjudication or that your arrest, charge, or conviction has been dismissed, vacated, pardoned, or expunged does not mean you can answer "no".)

If yes, please explain (include date of offense, nature of the charge, location, and disposition)

I am am not currently under indictment or charged in an official criminal complaint accepted by a district or county attorney with a felony or misdemeanor.

If yes, please explain (include date or alleged offense, charges, location, and other relevant details)

List all other cities in Texas where you have resided in the last 10 years:

Release for Criminal Background Checks:

I, _____ authorize CASA for the Highland Lakes Area to secure the following

record checks:

- Social Security number verification
- Criminal records from the court jurisdiction in which I currently reside & work
- State criminal records
- FBI or other national criminal database
- National sex offender registry
- Child abuse registry/DFPS check

Signature

Date

CERTIFICATION & DECLARATION:

_____ My initials certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that falsification of this document is grounds for disqualification or termination of employment.

_____ My initials certify my understanding that the information requested in this application will be used only for the purpose of determining suitability as a CASA employee.

_____ My initials certify my understanding that employment is "at will" which means that either I or CASA can terminate the employment relationship at any time, with or without prior notice and for any reason not prohibited by statute. I also understand that many positions are grant funded and employment could be contingent on funding renewal.

I _____, hereby authorize the Department of Public Safety and Texas Department of Family and Protective Services to release to Texas CASA and CASA for the Highland Lakes Area any record of information concerning my record, including any crime committed or alleged to have been committed by me. This includes but is not limited to arrest records and conviction data. I also hereby release the Department of Public Safety and Texas Department of Family & Protective 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 Family & Protective Services may obtain information from the Texas Department of Public Safety, the Federal Bureau of Investigation, and other law enforcement agencies

Signature: _____ Date: _____