

CASA of Denton County, Inc.

Application for Employment

CASA is an equal opportunity agency and does not discriminate against any individual, employee, applicant, volunteer or client on the basis of race, color, national origin, religion, gender, sexual orientation, age or disability. CASA will recruit, train and hire staff and volunteers legally eligible to work in the United States without regard to citizenship, ethnic background, or place of national origin.

CASA will follow federal immigration regulations in effect for hiring decisions for staff and for volunteers.

Application for position of: _____

Date Submitted: _____

PERSONAL INFORMATION

Name (Last, First, Middle):

Home Phone:

Other Phone:

Street Address:

City:

State:

Zip Code:

Emergency Contact Name:

Emergency Contact Phone:

Are you legally eligible for employment in the United States? Yes No

Have you been previously employed by or volunteered with a CASA/GAL program? If so, please state position(s) held and dates.

EDUCATION AND TRAINING HISTORY

(Please include any training specifically concerning work with children.)

Name and Location of School:

of Years Completed:

Degree or Diploma?

Name and Location of School:

#. of Years Completed:

Degree or Diploma?

List any job-related training and skill development you received within the last 5 years.

List any second language ability.

EMPLOYMENT HISTORY

Please be as detailed as possible in your description of your past work experience. *Resumes may be attached, but are not a substitute to this completed application. We would like all questions answered.* Start with your current or most recent employment. Employment History need not exceed 10 years. Please highlight any work specifically with children and the child welfare system.

1. Company Name:

Telephone:

Address:

Employment Dates (Month & Year):

Immediate Supervisor's Name:

May we contact this employer?

Starting Pay per \$

Ending Pay per \$

Provide Job Title, detailed description of duties, tasks, and responsibilities in the space below:

2. Company Name:

Telephone:

Address:

Employment Dates (Month & Year):

Supervisor's Name:

May we contact this employer?

Starting Pay per \$

Ending Pay per \$

Provide Job Title, detailed description of duties, tasks, and responsibilities in the space below:

3. Company Name:

Telephone:

Address:

Employment Dates (Month & Year):

Supervisor's Name:

May we contact this employer?

Starting Pay per \$

Ending Pay per \$

Provide Job Title, detailed description of duties, tasks, and responsibilities in the space below:

EMPLOYMENT HISTORY (continued)

4. Company Name:

Telephone:

Address:

Employment Dates (Month & Year):

Supervisor's Name:

May we contact this employer?

Starting Pay per \$

Ending Pay per \$

Provide Job Title, detailed description of duties, tasks, and responsibilities in the space below:

Please use additional sheets as necessary for more employment information.

PERSONAL EXPERIENCE

Have you ever had personal experience involving the child welfare system, juvenile court system, foster care system, child abuse or neglect. If so, please describe the experience(s). Use additional sheets if necessary.

REFERENCES

Please share three references. They must be job related, not relatives or personal friends. Include name, relationship and daytime phone.

ACKNOWLEDGEMENT

I hereby declare the information provided by me on this Application for Employment is true, correct and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application shall be considered cause for immediate dismissal. Furthermore, my signature on this Application for Employment constitutes a release to contact my references and former employers unless I have indicated otherwise.

I understand that a state and national criminal background check, child protective services check, driver's record check and sex offender registry check is required and I authorize CASA of Denton County to perform these checks. Further, I understand that if I do not sign a release for these checks to be performed, CASA will not consider me for employment.

CASA of Denton County does not employ applicants if they have been convicted, or have prior charges, or have charges pending for a felony or misdemeanor involved in a sex offense, violent act, child abuse or neglect, or related acts that would pose risks to children or to the CASA program's credibility.

Signature _____

Date _____