



## EMPLOYEE APPLICATION

Please submit your cover letter and resume with completed application.  
**CASA Program, Inc. Employment Application**

### Applicant Information

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

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

Phone: (\_\_\_\_) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a U.S. Citizen? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever applied to or worked for this company before? YES NO If yes, when? \_\_\_\_\_

Have you ever been convicted of a crime? YES NO If yes, please list the charges and explain.  
\_\_\_\_\_

How did you learn about CASA Program and this position? \_\_\_\_\_

Date you will be available to work \_\_\_\_\_

Do you have any objections to working overtime is necessary? \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_



### References

Please list three professional references not related to you, whom you have known for at least one year.

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

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

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

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

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

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

### Employment History for Most Recent Three Positions (starting with current/ most recent position)

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO



Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Summarize any job-related training, skills, computer knowledge, licenses, certificates, and any other information you believe is relevant to your qualification for this job:

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

### Authorization and Signature

I certify that the facts in this application are true and complete to the best of my knowledge and understand that any misrepresentations, falsifications, or omission of information may be grounds for refusal to hire; or if employed, termination.

I authorize investigation of all statements contained herein and references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release CASA Program from all liability for any damage that may result from utilization of such information.

I also understand and agree that this does not in any way create a contract for employment.

I also authorize CASA Program to conduct a social security number verification check, a Fingerprint-Based Background Check (FBC), a Child Abuse and Neglect Central Registry Check, and any other background checks necessary for employment with the organization.

Social Security Number: \_\_\_\_\_

\*\*\*If you have lived outside of Texas within the past seven years, please list your previous, out-of-state addresses below:

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CASA Program, Inc. is an Equal Opportunity Employer.