

CASA of the Rolling Plains

Application for Employment

Prospective Employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, disability, or sexual orientation.

Application for position of _____ Date Submitted _____

PERSONAL INFORMATION

Name (Last, First, Middle) _____

Street Address _____ City _____ State ____ Zip Code _____

Mail Address _____ City _____ State ____ Zip Code _____

Home Phone _____ Other Phone _____

Social Security Number _____ Email _____

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

Have you been previously employed by or volunteered with this organization? If so, please state position(s) held and dates. _____

EDUCATION and TRAINING HISTORY

Name & Location of School _____

#of Years Completed _____

Degree or Diploma _____

Name & 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 ten years work experience. Resumes may be attached, but are not a substitute to this completed application. Start with your current or most recent employment.

Employer _____ Address _____ Phone _____

Employment Dates (Month & Year) _____ Starting Pay/Month _____

Ending Pay/Month _____ Position /Title _____

Describe duties, tasks, and responsibilities. _____

Immediate Supervisor's name _____

May we contact this employer? _____

Employer _____ Address _____ Phone _____

Employment Dates (Month & Year) _____ Starting Pay/Month _____

Ending Pay/Month _____ Position /Title _____

Describe duties, tasks, and responsibilities. _____

Immediate Supervisor's name _____

May we contact this employer? _____

Employer _____ Address _____ Phone _____

Employment Dates (Month & Year) _____ Starting Pay/Month _____

Ending Pay/Month _____ Position /Title _____

Describe duties, tasks, and responsibilities. _____

Immediate Supervisor's name _____

May we contact this employer? _____

Employer _____ Address _____ Phone _____
Employment Dates (Month & Year) _____ Starting Pay/Month _____
Ending Pay/Month _____ Position /Title _____
Describe duties, tasks, and responsibilities. _____

Immediate Supervisor's name _____
May we contact this employer? _____

Employer _____ Address _____ Phone _____
Employment Dates (Month & Year) _____ Starting Pay/Month _____
Ending Pay/Month _____ Position /Title _____
Describe duties, tasks, and responsibilities. _____

Immediate Supervisor's name _____
May we contact this employer? _____

VOLUNTEER HISTORY

Please describe any volunteer activities, tasks, duties, responsibilities you have experience in and include the name of the organization, length of time and the number of hours you have volunteered. _____

MILITARY EXPERIENCE

If you served in the U.S. Armed Services, please describe your duties and special job-related training, Branch of Service, & dates.

REFERENCES

References must be job related, not relatives or personal friends. Please provide four references.

Name	Address	Phone	Relationship
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

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 a criminal background check is required for some positions.

Signature

Date