



CASA

Court Appointed Special Advocates
FOR CHILDREN

HIGHLAND LAKES AREA

1719 Ridgeview
Kingsland, Texas 78639
Office: 325.388.3440
highlandlakescasa.com

APPLICATION FOR EMPLOYMENT

Print in ink or type. These instructions must be followed exactly. Fill out the application completely. Do not leave questions blank. Resumes will not be accepted in lieu of applications. **PLEASE DO NOT PUT "SEE RESUME" ANYWHERE ON THIS APPLICATION.** Applications must have an original signature.

TODAY'S DATE _____

NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE _____

POSITION FOR WHICH YOU WISH TO APPLY: _____

FULL-TIME _____ PART-TIME _____ SUMMER _____ TEMPORARY _____

ARE YOU WILLING TO WORK HOURS OTHER THAN 8 TO 5? YES _____ NO _____

ARE YOU WILLING TO TRAVEL? _____ WHAT PERCENT OF THE TIME? _____

ARE YOU AT LEAST 21 YEARS OF AGE? YES _____ NO _____

DO YOU HAVE CAR INSURANCE? YES _____ NO _____

HAVE YOU LIVED OUTSIDE OF TEXAS WITHIN THE PAST SEVEN YEARS? YES _____ NO _____

IF YES, PLEASE LIST THE COUNTRIES, CITIES AND STATES YOU HAVE LIVED IN OVER THE PAST SEVEN YEARS, (including as much of the street address as you can recall):

IS THERE ANY CURRENT LITIGATION PENDING CONCERNING A FELONY OR MISDEMEANOR CHARGE?

YES _____ NO _____

IF YES, EXPLAIN _____

HAVE YOU EVER BEEN CHARGED WITH A FELONY? YES _____ NO _____ DATE _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES _____ NO _____ DATE _____

(IF YES, EXPLAIN IN CONCISE DETAIL ON A SEPARATE SHEET OF PAPER, GIVING DATES AND NATURE OF THE OFFENSE, THE NAME AND LOCATION OF THE COURT, AND THE DISPOSITION OF THE CASE.)

SPECIAL SKILLS/QUALIFICATIONS: List all special skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware, etc.

APPROXIMATE WORDS PER MINUTE TYPING _____

DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH? _____ IF YES, WHAT LANGUAGES DO YOU SPEAK?

LANGUAGE	FLUENT?

EDUCATION HISTORY

On the chart below indicate any and all educational institutions you have attended (beginning with high school) as well as any and all diplomas, degrees and/or certificates you have received.

Name of Educational Institution	Location	Type diploma, degree, certification	Date received

DID YOU RECEIVE A GED? YES _____ NO _____

PROFESSIONAL LICENSES

Complete the following information regarding any professional licenses you hold.

1. LICENSE: _____ DATE ISSUED: _____

LICENSE NO: _____ STATE _____

2. LICENSE: _____ DATE ISSUED: _____

LICENSE NO: _____ STATE _____

3. LICENSE: _____ DATE ISSUED: _____

LICENSE NO: _____ STATE _____

EMPLOYMENT HISTORY: Indicate all employment beginning with your current or most recent position. Use additional pages if necessary.

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POSITION/TITLE: _____ EMPLOYER: _____

EMPLOYMENT ADDRESS: _____

EMPLOYER'S PHONE NO.: _____ IMMEDIATE SUPERVISOR: _____

SUPERVISOR'S PHONE NO.: _____ MAY WE CONTACT THIS EMPLOYER? _____

FULL-TIME: ___ PART-TIME: ___ START DATE: _____ LEAVE DATE: _____ FINAL SALARY: \$ _____

SUMMARY OF EXPERIENCE: _____

SPECIFIC REASON FOR LEAVING: _____
.....

POSITION/TITLE: _____ EMPLOYER: _____

EMPLOYMENT ADDRESS: _____

EMPLOYER'S PHONE NO.: _____ IMMEDIATE SUPERVISOR: _____

SUPERVISOR'S PHONE NO.: _____ MAY WE CONTACT THIS EMPLOYER? _____

FULL-TIME: ___ PART-TIME: ___ START DATE: _____ LEAVE DATE: _____ FINAL SALARY: \$ _____

SUMMARY OF EXPERIENCE: _____

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POSITION/TITLE: _____ EMPLOYER: _____

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FULL-TIME: ___ PART-TIME: ___ START DATE: _____ LEAVE DATE: _____ FINAL SALARY: \$ _____

SUMMARY OF EXPERIENCE: _____

SPECIFIC REASON FOR LEAVING: _____
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POSITION/TITLE: _____ EMPLOYER: _____

EMPLOYMENT ADDRESS: _____

EMPLOYER'S PHONE NO.: _____ IMMEDIATE SUPERVISOR: _____

SUPERVISOR'S PHONE NO.: _____ MAY WE CONTACT THIS EMPLOYER? _____

FULL-TIME: ___ PART-TIME: ___ START DATE: _____ LEAVE DATE: _____ FINAL SALARY: \$ _____

SUMMARY OF EXPERIENCE: _____

SPECIFIC REASON FOR LEAVING: _____
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By signing this application for employment, I certify to CASA for the Highland Lakes Area, Inc. that the information I have submitted in this application is true and correct. I understand that this does not in any way create a contract for employment. I also understand that employment at CASA for the Highland Lakes Area, Inc. is contingent upon a satisfactory criminal background check. Finally, I also understand that I may be asked for additional information including references, writing samples, etc.

APPLICANT'S SIGNATURE: _____

Where did you hear about this job opportunity? _____