



Dear Prospective Advocate:

Thank you for your interest in becoming an Advocate with CASA of the South Plains! Once your completed application is received, you will be contacted for a pre-training interview. Applications and interviews must be completed at least five (5) days prior to the first day of the training series you will attend.

Please be aware some of the information requested is personal in nature. This information is collected for screening and background check purposes only. Due to the sensitive and confidential nature of the CASA Volunteer Advocate role, we want to ensure Advocates can remain objective in their work.

If you have any questions, please feel free to contact Kristen Mata, Recruitment Director, at (806) 763-2272 or kristenm@casaoftesouthplains.org.

Again, thank you for your interest! We look forward to your involvement with CASA of the South Plains!



Court Appointed Special Advocates of the South Plains, Inc.

1215 Avenue J, Suite 301
Lubbock, TX 79401

Tel: (806) 763-2272
Fax: (806) 763-2273

VOLUNTEER ADVOCATE APPLICATION PLEASE PRINT

Date: _____

How did you learn about CASA of the South Plains? _____

First Name: _____ Last Name: _____

Other names used (married, maiden, etc.) _____

Phone #: _____ Cell #: _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____ County: _____

Have you lived outside of Texas within the past seven 7 years? ☐ Yes: ☐ No

If yes, please list the countries, cities, and states you have lived in over the past seven 7 years:

DOB: _____ Age: _____ Place of Birth: _____ Gender: _____

Driver's License #: _____

Race: ☐ Caucasian/White ☐ African American/Black ☐ Asian ☐ Indian
☐ Caucasian/White & African American/Black ☐ Other: _____

Ethnicity: ☐ Hispanic ☐ Non-Hispanic ☐ Other: _____

What languages do you speak? _____

Marital Status: _____ If married/in relationship, Partner's Name: _____

Partner's Employer: _____



EMERGENCY CONTACT

Name: _____ Relationship: _____ Phone #: _____

Child(ren)'s Name(s)	Age	Sex	Lives with you? (circle one)
			Yes or No
			Yes or No
			Yes or No
			Yes or No

Other members of household (names/relationships):

Do you know any current or former CASA Advocates, board members, or employees? ☐ Yes: ☐ No

If yes, please list the CASA Advocates, board members, and/or employees you are acquainted with:

Do you expect any change in marital status, employment, place of residence to take place within the next year?

☐ Yes ☐ No Please explain: _____



EMPLOYMENT HISTORY

Current Employment Status: ☐ Full Time ☐ Part Time ☐ Retired ☐ Not Employed

List your last three places of employment (list your present/most recent employer first):

Employer	Position	Phone & Address	Supervisor Name & Address	Dates of Employment (From/To)

EDUCATION

Circle highest completed:

High School: 9 10 11 12

College: 1 2 3 4

Graduate: 1 2 3 4

Major: _____ Degree: _____

Currently enrolled in school? _____ If yes, full or part time? _____

Expected graduation date? _____

VOLUNTEER OR OTHER RELATED EXPERIENCE

Organization's Name: _____ Total hrs. worked: _____

Telephone: _____ Type of Work: _____

Job Title: _____ Supervisor's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Briefly outline major duties: _____



Organization's Name: _____ Total hrs. worked: _____

Telephone: _____ Type of Work: _____

Job Title: _____ Supervisor's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Briefly outline major duties: _____

Do you give CASA of the South Plains, Inc. permission to obtain information regarding your previous volunteer experience from above agencies? ☐ Yes ☐ No

Have you ever applied to this or any other CASA Program in the past? ☐ Yes ☐ No

Have you ever applied with another organization that works with children? ☐ Yes ☐ No

If yes, were you accepted? ☐ Yes ☐ No Please provide name(s) of organization(s) and year(s): _____

REFERENCES

Please provide COMPLETE contact information for three NON-RELATED references whom you have known for at least one year. Please do not list a relative or significant other.

1. Name: _____ Phone: (____) _____

Email: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____

2. Name: _____ Phone: (____) _____

Email: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____



3. Name: _____ Phone: () _____
 Email: _____ Relationship: _____
 Address: _____
 City: _____ State: _____ Zip: _____

PERSONAL

List any community groups in which you are currently active (i.e. professional association, faith communities, service organizations, etc.): _____

Do you have any training or experience in any of the following areas? Check all that apply.

- | | | |
|---|--|--|
| ☐ Advertising/Public Relations | ☐ Criminology | ☐ News Media |
| ☐ Art/Graphics | ☐ Drug/Alcohol Abuse Programs | ☐ Newsletters |
| ☐ Child Care | ☐ Education | ☐ Psychology |
| ☐ Child Development | ☐ Law Enforcement | ☐ Public Speaking |
| ☐ Child Welfare | ☐ Medicine | ☐ Social Work |
| ☐ Counseling | ☐ Mental Health | ☐ Writing |

Have you or your family had personal/professional experience with any of the following? If yes, please explain.

Child Abuse	☐ No	☐ Yes	_____
Child Protective Services	☐ No	☐ Yes	_____
Counseling or Therapy	☐ No	☐ Yes	_____
Foster Care	☐ No	☐ Yes	_____
Juvenile Court System	☐ No	☐ Yes	_____
Other Protective Services	☐ No	☐ Yes	_____

- | | |
|---|--|
| • Are you now or have you ever received counseling? | ☐ Yes ☐ No |
| • Have you ever been hospitalized for an emotional problem? | ☐ Yes ☐ No |
| • Have you ever failed a drug test? | ☐ Yes ☐ No |
| • Do you now or have you ever had a substance abuse problem? | ☐ Yes ☐ No |
| • Do you now or have you ever received treatment for substance abuse? | ☐ Yes ☐ No |



- Have any formal disciplinary actions been brought against you by a current or former employer? ☐ Yes ☐ No
- Have you ever been licensed through a state employment or professional board? ☐ Yes ☐ No
- If so, is your license in good standing? ☐ Yes ☐ No
- Were you ever subject to any disciplinary action from this board? ☐ Yes ☐ No
- Do you have any health impairments? ☐ Yes ☐ No
- Do you reside with or regularly come into contact with any people who have any criminal history? ☐ Yes ☐ No
- Do you reside with or regularly come into contact with any people who have any involvement with the court system? ☐ Yes ☐ No
- Do you reside with or regularly come into contact with any people who have any involvement with Child Protective Services? ☐ Yes ☐ No

If you answered “Yes” to any of the above questions, please explain: _____

What is your personal and/or professional experience working with children? _____

CRIMINAL

CASA of the South Plains, Inc. will ask all applicants to complete a criminal records background check, which will reveal any arrest, charge, or conviction.

- Have you ever been arrested/charged and/or convicted of a misdemeanor? ☐ Yes ☐ No
- Have you ever been arrested/charged and/or convicted of a felony? ☐ Yes ☐ No
- Have you ever been arrested/charged and/or convicted of any sexual misconduct? ☐ Yes ☐ No
- Have you ever been or are you currently on probation? ☐ Yes ☐ No
- Have you ever been or are you currently on parole? ☐ Yes ☐ No
- Have you ever been convicted of a traffic violation? ☐ Yes ☐ No
- Have you ever had any DUI/DWI arrests, charges, or convictions? ☐ Yes ☐ No
- Have you ever had your driver’s license revoked or suspended? ☐ Yes ☐ No

If you answered “Yes” to any of the above questions, please explain: _____



Please be aware that as a CASA volunteer, your primary focus is to advocate for the needs of abused and neglected children, ranging in age from birth to 18 years. These children find themselves in foster home and group homes after being removed from their family by Children's Protective Services. Our Advocates collaborate with family members, caseworkers, lawyers, therapists, schools, and caregivers (foster parents, relatives, etc.) to provide a recommendation to the judge as to where the children will have a safe and permanent home. As such, Advocates are expected to visit people involved with the child, attend court hearings, write reports to the court, and communicate with all involved in the child's life through the legal process.

Based on the above description, is there anything that could limit you from performing these required duties?

I am interested in working with children and families as a CASA volunteer because: _____

I feel that I can be a fair and objective advocate for a child because: _____

Any hesitations or concerns regarding my participation in the CASA program at this point are: _____

CASA volunteers give 10-15 hours a month. Are you able to fit this time into your schedule? ☐ Yes ☐ No

EQUAL OPPORTUNITY STATEMENT

It is the policy of CASA of the South Plains, Inc. to implement affirmatively equal service to all clients without regard to race, religion, sexual orientation, group, age, gender, or national origin.



CASA OF THE SOUTH PLAINS PRE-SERVICE SCREENING POLICY

As an applicant to CASA of the South Plains I understand and acknowledge that:

1. I understand that I must interview with CASA of the South Plains staff prior to being considered for acceptance into this program. ☐ Yes ☐ No
2. As part of CASA's policy, additional personal information will be gathered during the pre-interview process: application, 3 letters of reference (obtained by CASA staff), and copies of current driver's license and valid auto insurance. ☐ Yes ☐ No
3. A Child Abuse/Neglect Central Registry check and a criminal background check including a Finger Print Based check through Texas DPS will be ran on each applicant. The following will exclude an applicant from becoming a CASA of the South Plains advocate: Refuses to sign a release of information form or refuses to submit to fingerprinting for any of the checks required; Is found to have been convicted of, or charges pending, for a felony or misdemeanor involving a sex offense, violent act, child abuse or neglect, or related acts that would pose risks to children or the CASA program's credibility. ☐ Yes ☐ No
4. The CASA program is required to secure the following record checks: social security verification; criminal records for the court jurisdiction in which the applicant currently resides or works; state criminal records; FBI or other national criminal database; National Sex Offender Registry; and child abuse registry or child protective services checks where permissible by law. Records checks specified in any area in which the person has resided in the previous seven years (if the prospective advocate has lived in another state(s) within the past seven years). ☐ Yes ☐ No
5. If an applicant is found to have committed a misdemeanor or felony that is unrelated to or would not pose a risk to children and would not negatively impact the credibility of the CASA program, the CASA program will consider to the extent of the rehabilitation since the misdemeanor or felony was committed as well as other factors that may influence the decision to accept the applicant as a CASA Advocate. ☐ Yes ☐ No
6. I understand that participation in the pre-service advocate training is required and essential, including at least 30 hours of training and 1 hour of court observation. ☐ Yes ☐ No
7. I am aware that the Pre-Service Training Class is part of the screening process, and that acceptance to participate in Training does not guarantee that I will be sworn in as a CASA or that I will be assigned to a case. I further understand that either CASA or I can choose to discontinue my involvement in the Training/Screening process at any time without further obligation on the part of either party. Should either CASA of the South Plains or I discontinue my involvement with CASA of the South Plains during the training session, I am required to return the advocate training manual. ☐ Yes ☐ No



8. Attendance to the pre-service training: I understand that I will be required to make-up any missed training session before I can qualify to be sworn in or volunteer with CASA of the South Plains. In addition, should it become necessary for me to miss a session, I will make every effort to notify the training facilitator prior to the missed session. Due to the nature of the training series and the importance of interacting with the group, a trainee may only miss one of the training sessions. ☐ Yes ☐ No

As an applicant to CASA of the South Plains I FURTHER understand and acknowledge that:

9. I am not obligated, if called upon, to accept a case herein applied for; ☐ Yes ☐ No
10. CASA is not obligated, if called upon, to actively seek to assign me a case; ☐ Yes ☐ No
11. I understand that I will need to carry liability insurance on my car. I agree to maintain this minimum liability insurance throughout my participation with CASA. I understand that I must have proof of liability insurance in the CASA advocate file; ☐ Yes ☐ No
12. As part of CASA's policy, additional personal information will be gathered during the pre-interview process; ☐ Yes ☐ No
13. CASA of the South Plains retains the right to refuse any individual they feel would not be in the best interest of the program and further, CASA is not required to state reason(s) for non-acceptance into the program; ☐ Yes ☐ No
14. CASA of the South Plains will hold all information in the advocate's file in the strictest of confidence. Such information becomes the property of CASA of the South Plains Inc.; ☐ Yes ☐ No
15. I give permission to CASA of the South Plains to release information about my application, acceptance, and/or participation in this program to any other CASA program to which I may apply in the future. ☐ Yes ☐ No



I have truthfully responded to all of the questions on this application. I understand that completing and returning this application does not automatically guarantee that I will be accepted for CASA of the South Plains, Inc. Program. I understand that if, during the process and background checks, something is found that is not on the application, that could be automatic grounds for not being accepted into the CASA program.

Signature of Applicant

Date

Reviewed by (Office Use):

_____/____/____

_____/____/____