



CASA OF THE SOUTH PLAINS, INC.

4601 S. Loop 289, Suite 25  
Lubbock, TX 79424  
Phone: (806) 763-2272  
Contact Email: [apply@casaoftthesouthplains.org](mailto:apply@casaoftthesouthplains.org)  
Website: [www.casaoftthesouthplains.org](http://www.casaoftthesouthplains.org)

## APPLICATION FOR EMPLOYMENT

### APPLICANT INFORMATION

Legal Name:

First Name

(Preferred Name)

Middle

Last Name

Mailing Address:

Number & Street

City

State

Zip Code

Home Telephone

Cell Telephone

Position(s) Applying for

Salary or Hourly Expectations

Availability

M-F 8am-5pm: Yes  No

Available Start Date

How did you hear about this job opening?

### PERSONAL HISTORY

Are you a U.S. Citizen? Yes  No

If no, please give your Alien Registration Number:

Have you ever been convicted of a felony? Yes  No

If Yes, please provide details:

**NOTE:** Prior to employment, all applicants will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as it relates to the job applied for. Criminal history (including guilty pleas, pleas of no contest, acceptance of deferred adjudication, and charges, whether pending or not) involving a sex offense, violent act, child abuse or neglect, drugs, and related acts that would pose a risk to children or the program's credibility regardless of whether the offense is classified as a felony or misdemeanor, and any offense classified as a felony will exclude an applicant from becoming a CASA of the South Plains employee. Driving While Intoxicated convictions (including guilty pleas and pleas of no contest) or charges may disqualify individuals from positions involving driving.

Have you ever been licensed through a state employment or professional board? Yes  No

If Yes, is your license in good standing? Yes  No

Were you ever subject to any disciplinary action from this board? Yes  No

If Yes, please provide details:

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## EMPLOYMENT HISTORY

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Beginning with the most recent, list all employment for the past five years. Report all activities for the last five years, account for periods of unemployment, military service, schools, etc. To be considered for employment, all applicable blanks must be completed. Resumes may not be submitted in place of employment history, but may be attached as a supplement to your application.

May we contact your present employer? Yes  No

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Employer's Name (Present or last position)

From (mo/yr)

To (mo/yr)

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Address (number, street, city, state and zip code)

Type of Business

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Job Title

Briefly outline your major duties:

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Supervisor's Name

Reason for Leaving

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Employer's Name

From (mo/yr)

To (mo/yr)

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Address (number, street, city, state and zip code)

Type of Business

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Job Title

Briefly outline your major duties:

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Supervisor's Name

Reason for Leaving

---

Employer's Name

From (mo/yr)

To (mo/yr)

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Address (number, street, city, state and zip code)

Type of Business

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Job Title

Briefly outline your major duties:

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Supervisor's Name

Reason for Leaving

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Employer's Name

From (mo/yr)

To (mo/yr)

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Address (number, street, city, state and zip code)

Type of Business

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Job Title

Briefly outline your major duties:

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Supervisor's Name

Reason for Leaving

Explain all gaps of employment for the past five years:

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**VOLUNTEER OR OTHER RELATED EXPERIENCE**

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Organization's Name

Type of Organization

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Address (number, street, city, state and zip code)

Telephone

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Total hours served

Dates of service

Briefly outline your major duties:

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Supervisor's Name

Job Title

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Organization's Name

Type of Organization

---

Address (number, street, city, state and zip code)

Telephone

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Total hours served

Dates of service

Briefly outline your major duties:

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Supervisor's Name

Job Title

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Organization's Name

Type of Organization

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Address (number, street, city, state and zip code)

Telephone

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Total hours served

Dates of service

Briefly outline your major duties:

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Supervisor's Name

Job Title

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**MILITARY SERVICE**

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Discharge Date

Type of Discharge

List the dates (month, day, year) and Branch for all Active Duty military service:

Start Date:

End Date:

Branch of Service:

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**EDUCATIONAL HISTORY**

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High School Diploma Received From:

City, State:

GED Certificate Received From:

City, State:

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List the Colleges, Universities, or Technical Schools Attended:

Name:

Start Date:

End Date:

Major:

Date Received

Type of Degree

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**SPECIAL SKILLS, ACCOMPLISHMENTS, AND AWARDS**

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Summarize special skills and/or qualifications you have acquired from employment or other experience:

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List any accomplishments, certifications, and/or awards received:

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## REFERENCES

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Please provide a list of three professional references that you have known for at least two years. Please do not include relatives.

Name:	Relationship:	Occupation:	Telephone:
1.			
2.			
3.			

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## EMPLOYEE SCREENING POLICY

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*All applicants for employment are required to:*

- Submit a written application or resume including information regarding educational, training, and employment history as well as experience working with children.
- Submit the names of three or more references, all of whom are unrelated to the applicant.
- Authorize CASA of the South Plains, Inc. and provide the necessary information to secure the following record checks upon acceptance of job offer or as required by law:
  - Social security number verification;
  - Texas criminal record check obtained from the Texas Crime Information Center maintained by the Texas Department of Public Safety;
  - National criminal record check obtained from the National Crime Information Center (NCIC) maintained by the Federal Bureau of Investigations;
  - Texas Public Sex Offender Registry check maintained by the Texas Department of Public Safety;
  - National Sex Offender Registry check maintained by the United States Department of Justice;
  - The Child Abuse and Neglect Central Registry check maintained by the Texas Department of Family & Protective Services;
  - Texas Motor Vehicle check maintained by the Texas Department of Public Safety;
  - As well as, agree to possible pre-screening drug testing.

An applicant who does not agree to the application requirements will be eliminated from further consideration for employment.

*Prior to hiring any employee, CASA of the South Plains will:*

- Conduct a thorough review of the applicant's written resume and/or application;
- Have at least one in-person interview;
- Contact each of the applicant's three references, by mail or telephone, to ascertain appropriateness for the position;
- Receive verification of the applicant's education;
- Conduct all appropriate background checks.

Prior to employment, all applicants will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as it relates to the job applied for. Criminal history (including guilty pleas, pleas of no contest, acceptance of deferred adjudication, and charges, whether pending or not) involving a sex offense, violent act, child abuse or neglect, drugs, and related acts that would pose a risk to children or the program's credibility regardless of whether the offense is classified as a felony or misdemeanor, and any offense classified as a felony will exclude an applicant from becoming a CASA of the South Plains employee. Driving While Intoxicated convictions (including guilty pleas and pleas of no contest) or charges may disqualify individuals from positions involving driving.

*Zero Tolerance of Child Abuse Policy*

CASA of the South Plains has zero tolerance for abuse of any type against children within the community and those supported by our organization. It is our duty as a CASA program to promote the safety and well-being of all children, not just those we directly serve.

*READ CAREFULLY BEFORE SIGNING*

I hereby certify that the statements made and answers given by me to the foregoing and following questions are true and correct and that there are no omissions of any kind whatsoever. I agree that any evasion, untruthful statement, answer, or omission shall be sufficient cause for discharge at any time. I hereby request and authorize the companies or persons shown under "Employment History" or other interested parties not necessarily named in the foregoing application to furnish CASA of the South Plains any information regarding my employment by them together with any information they may have regarding me, including motor vehicle records, military records, financial status, criminal record, and general reputation, and I hereby release such companies or person, CASA of the South Plains and its management from all liability, claims and damages in connection with the furnishing of such information. I further acknowledge that my employment may be terminated, and any offer or employment if such is made, may be withdrawn with or without cause, at the option of CASA or myself. I further acknowledge that the foregoing completed application form does not in any way constitute a contract of employment or payment of wages.

*REFERENCE & BACKGROUND CHECK AUTHORIZATION*

I hereby request and authorize all persons, schools, companies, credit bureaus, corporations, law enforcement agencies, and education institutions to furnish CASA of the South Plains with any information regarding my employment together with any information they may have regarding me, including motor vehicle records, military records, criminal records, and general reputation. This authorization to furnish information releases said organization(s) and individual(s) from all liability, claims, and damages in connection with the furnishing of such information.

*Equal Opportunity Employment*

CASA of the South Plains, Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, military or veteran status or any other characteristic protected by federal, state, or local law. In addition to federal law requirements, CASA of the South Plains, Inc. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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Printed Name

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Signature

Date