



*A voice of hope. A voice in court. A voice for permanency.*

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[www.casaofthesouthplains.org](http://www.casaofthesouthplains.org)

## EMPLOYMENT APPLICATION

### PLEASE READ BEFORE COMPLETING APPLICATION:

CASA of the South Plains, Inc. provides equal employment opportunities to all employees and applicants for employment. Please complete the application in its entirety. You must be at least 21 years of age to be considered for employment. You must submit this completed application via email to [apply@casaofthesouthplains.org](mailto:apply@casaofthesouthplains.org) to be considered for employment. CASA of the South Plains Inc. has a **Zero Tolerance of Abuse Policy**. Please read the policy in its entirety at the bottom of the application before submitting.

## APPLICANT INFORMATION

### LEGAL NAME

First: Preferred Name: Middle: Last:

Other names used during prior employment (maiden name, other surname, etc.):

## CONTACT INFORMATION

Number & Street: City: State: Zip Code:

Cell Phone: Home Phone:

Email address:

## POSITION INFORMATION

Position(s) Applying for: Salary or Hourly Expectations:

Availability: Available Start Date:

Monday-Friday, 8am-5pm: Yes ☐ No ☐

How did you hear about this job opening?

## PERSONAL HISTORY

Are you a U.S. Citizen? **Yes** ☐ **No** ☐

Are you authorized to work in the U.S.? **Yes** ☐ **No** ☐

**NOTE:** If you are hired, you will be required to furnish proof of your employment eligibility.

List other cities, states, and/or countries where you have lived or worked within the past 7 years:

Have you ever been convicted of a felony? **Yes** ☐ **No** ☐

If yes, please provide details:

Have you ever been investigated for child abuse or neglect? **Yes** ☐ **No** ☐

If yes, please explain:

Have you ever been accused of being a pedophile or a child abuser? **Yes** ☐ **No** ☐

If yes, please explain:

Have you ever been involved with or been accused of being a sex offender? **Yes** ☐ **No** ☐

If yes, please explain:

Are you a registered sex offender? **Yes** ☐ **No** ☐

If yes, please explain:

**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, please list:

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:

## EMPLOYMENT HISTORY

Beginning with the most recent, list all employment **for the past 5 years**. Report all activities for the last 5 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.

Employer's Name (present or most recent position): Supervisor's Name:

Address: Phone Number:

Dates employed:  
Start (month/year): End (month/year):

Job Title: Reason for Leaving:

Briefly outline your major duties:

Did this position include contact with children? **Yes** ☐ **No** ☐  
If yes, please list number of children, age group, gender, and reason for contact:

In this position did you manage staff? **Yes** ☐ **No** ☐ If yes, how many?

In this position did you manage volunteers? **Yes** ☐ **No** ☐ If yes, how many?

What did you like most about this job?

What did you like least about this job?

May we contact this employer? **Yes** ☐ **No** ☐

Employer's Name: Supervisor's Name:

Address: Phone Number:

Dates employed:  
Start (month/year): End (month/year):

Job Title: Reason for Leaving:

Briefly outline your major duties:

Did this position include contact with children? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	
If yes, please list number of children, age group, gender, and reason for contact:	
In this position did you manage staff? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	If yes, how many?
In this position did you manage volunteers? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	If yes, how many?
What did you like most about this job?	
What did you like least about this job?	
May we contact this employer? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	

Employer's Name:	Supervisor's Name:
Address:	Phone Number:
Dates employed: Start (month/year):	End (month/year):
Job Title:	Reason for Leaving:
Briefly outline your major duties:	
Did this position include contact with children? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	
If yes, please list number of children, age group, gender, and reason for contact:	
In this position did you manage staff? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	If yes, how many?
In this position did you manage volunteers? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	If yes, how many?
What did you like most about this job?	
What did you like least about this job?	

May we contact this employer? **Yes** ☐ **No** ☐

Employer's Name:	Supervisor's Name:
Address:	Phone Number:
Dates employed: Start (month/year):	End (month/year):
Job Title:	Reason for Leaving:
Briefly outline your major duties:	
Did this position include contact with children? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If yes, please list number of children, age group, gender, and reason for contact:	
In this position did you manage staff? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If yes, how many?	
In this position did you manage volunteers? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If yes, how many?	
What did you like most about this job?	
What did you like least about this job?	
May we contact this employer? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	

Employer's Name:	Supervisor's Name:
Address:	Phone Number:
Dates employed: Start (month/year):	End (month/year):
Job Title:	Reason for Leaving:
Briefly outline your major duties:	

Did this position include contact with children? **Yes** ☐ **No** ☐

If yes, please list number of children, age group, gender, and reason for contact:

In this position did you manage staff? **Yes** ☐ **No** ☐

If yes, how many?

In this position did you manage volunteers? **Yes** ☐ **No** ☐

If yes, how many?

What did you like most about this job?

What did you like least about this job?

May we contact this employer? **Yes** ☐ **No** ☐

Please explain all gaps in employment during the past 5 years:

## GENERAL EMPLOYMENT HISTORY

Have you previously applied to work for or volunteer with CASA of the South Plains? **Yes** ☐ **No** ☐

If yes, please list dates and outcome of your application:

Have you previously applied to work for or volunteer with any other CASA organization? **Yes** ☐ **No** ☐

If yes, please list organization's name, dates, and outcome of your application:

## VOLUNTEER OR OTHER RELATED EXPERIENCE

Organization's Name:

Supervisor's Name:

Type of Organization:

Address:

Phone Number:

Dates of Service:

Start (month/year):

End (month/year):

Volunteer Role:

Total Hours Served:

Briefly outline your major duties:
Did this volunteer role include contact with children? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If yes, please list number of children, age group, gender, and reason for contact:
In this volunteer role did you manage other volunteers? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If yes, how many?
May we contact this organization? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

Organization's Name:	Supervisor's Name:
Type of Organization:	
Address:	Phone Number:
Dates of Service: Start (month/year):	End (month/year):
Volunteer Role:	Total Hours Served:
Briefly outline your major duties:	
Did this volunteer role include contact with children? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If yes, please list number of children, age group, gender, and reason for contact:	
In this volunteer role did you manage other volunteers? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If yes, how many?	
May we contact this organization? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	

Organization's Name:	Supervisor's Name:
Type of Organization:	
Address:	Phone Number:
Dates of Service: Start (month/year):	End (month/year):

Volunteer Role:	Total Hours Served:
Briefly outline your major duties:	
Did this volunteer role include contact with children? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If yes, please list number of children, age group, gender, and reason for contact:	
In this volunteer role did you manage other volunteers? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If yes, how many?	
May we contact this organization? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	

Organization's Name:	Supervisor's Name:
Type of Organization:	
Address:	Phone Number:
Dates of Service: Start (month/year):	End (month/year):
Volunteer Role:	Total Hours Served:
Briefly outline your major duties:	
Did this volunteer role include contact with children? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If yes, please list number of children, age group, gender, and reason for contact:	
In this volunteer role did you manage other volunteers? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If yes, how many?	
May we contact this organization? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	

<b>MILITARY SERVICE</b>		
Discharge Date:	Type of Discharge:	
<b>NOTE:</b> If you are hired, you will be required to furnish proof of an honorable discharge.		
List the dates (month/year) and Branch for all Active Duty military service:		
Start Date:	End Date:	Branch of Service:




EDUCATIONAL HISTORY			
High School Diploma Received From:		City and State:	
GED Certificate Received From:		City and State:	
List the Colleges, Universities, or Technical Schools Attended:			
Educational Institution:	Major:	Type of Degree	Date Received:

ADDITIONAL EXPERIENCES, SKILLS, ACCOMPLISHMENTS, AND AWARDS	
Summarize special skills and/or qualifications you have acquired from employment or other experience:	
List any accomplishments, certifications, and/or awards received:	
Why do you want to work with an organization that serves children experiencing foster care?	
Other than through employment or volunteer experience listed above, how are you involved with children?	
List 3 strengths and 3 areas of growth for yourself:	
Strengths:	Areas of Growth:

Please provide information for **3 references who are NOT related** to you and **2 references who ARE related** to you or living in your household. You must have you have known each reference **for at least 2 years**.

REFERENCES				
Name:	Relationship:	Occupation:	Phone Number:	How Long Known:

EMPLOYEE SCREENING POLICY
<p><b>ALL APPLICANTS FOR EMPLOYMENT ARE REQUIRED TO:</b></p> <ul style="list-style-type: none"> <li>• Submit a completed Employment Application via email to <a href="mailto:apply@casaofthesouthplains.org">apply@casaofthesouthplains.org</a>. Resumes are also requested.</li> <li>• Submit the names and contact information for three unrelated and two related references.</li> <li>• Authorize CASA of the South Plains and provide the necessary information to secure the following record checks upon acceptance of job offer or as required by law: <ul style="list-style-type: none"> <li>○ Social security number verification;</li> <li>○ Texas criminal record check obtained from the Texas Crime Information Center maintained by the Texas Department of Public Safety;</li> <li>○ National criminal record check obtained from the National Crime Information Center (NCIC) maintained by the Federal Bureau of Investigations;</li> <li>○ Texas Public Sex Offender Registry check maintained by the Texas Department of Public Safety;</li> <li>○ National Sex Offender Registry check maintained by the United States Department of Justice;</li> <li>○ The Child Abuse and Neglect Central Registry check maintained by the Texas Department of Family &amp; Protective Services</li> <li>○ Texas Motor Vehicle check maintained by the Texas Department of Public Safety</li> </ul> </li> </ul> <p><i>Any applicant who does not agree to the application requirements will be eliminated from further consideration for employment.</i></p> <p><b>PRIOR TO HIRING ANY EMPLOYEE, CASA OF THE SOUTH PLAINS WILL:</b></p> <ul style="list-style-type: none"> <li>• Conduct a thorough review of the applicant’s written application and resume.</li> <li>• Have at least one in-person interview.</li> <li>• Contact each of the applicant’s five references to ascertain appropriateness for the position.</li> <li>• Receive verification of the applicant’s education.</li> <li>• Conduct all appropriate background checks.</li> </ul> <p>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.</p> <p><b>ZERO TOLERANCE OF ABUSE POLICY</b></p> <p>CASA of the South Plains does not tolerate any form of child abuse or exploitation, nor do we tolerate possession or access to any material that is abusive, or could be perceived as abusive, towards children. We take an active approach to eliminating</p>

potential risks and creating a culture of safety. We will not knowingly engage with anyone who poses a risk to children. Any conduct that potentially places children at risk or violates CASA's Zero Tolerance of Abuse Policy will be promptly evaluated, resulting in dismissal from the program and notification of appropriate authorities.

### **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 discrimination on the basis of race, color, religion, sex, national origin, age, genetic information, and disability, per federal civil rights laws. 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.

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Printed Name

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Signature

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Date