



EMPLOYEE APPLICATION

Required: Cover letter and Resume submitted with completed application.

Applicant Information

Full Name: _____ Date: _____

Address: _____

Phone: (____) _____ E-mail Address: _____

Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a U.S. Citizen? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever applied to or worked for this company before? YES NO If yes, when? _____

Have you ever been convicted of a crime? YES NO If yes, please list the charges and explain.

How did you learn about East Texas CASA and this position? _____

Date you will be available to work _____

Do you have any objections to working evenings or weekends if necessary?

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____



References

Please list three professional references not related to you, whom you have known for at least one year.

Full Name: _____ Relationship: _____

Company: _____ Phone: (____) _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: (____) _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: (____) _____

Address: _____

Employment History for Most Recent Three Positions (starting with current/ most recent position)

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?



Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?

Summarize any job-related training, skills, computer knowledge, licenses, certificates, and any other information you believe is relevant to your qualification for this job:

Authorization and Signature

I certify that the facts in this application are true and complete to the best of my knowledge and understand that any misrepresentations, falsifications, or omission of information may be grounds for refusal to hire; or if employed, termination.

I authorize investigation of all statements contained herein and references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release East Texas CASA from all liability for any damage that may result from utilization of such information.

I also understand and agree that this does not in any way create a contract for employment.

I also authorize CASA Program to conduct a social security number verification check, a Fingerprint-Based Background Check (FBC), a Child Abuse and Neglect Central Registry Check, and any other background checks necessary for employment with the organization.

Social Security Number: _____

***If you have lived outside of Texas within the past seven years, please list your previous, out-of-state addresses below:

Signature: _____ Date: _____

East Texas CASA is an Equal Opportunity Employer.