

Child Advocates Employment Application

***Please include a cover letter and current resume with your employment application. ***

Personal Information:

Full Name:	Other names or aliases:
Address:	
City, State, Zip:	
Home Phone:	Other Phone:
Email:	

* All candidates for employment must be a minimum of 21 years of age, able to pass a criminal background check, a DFPS background check, a driving record check, possess a valid driver's license, be authorized to work in the United States, and provide references for further employment checks.

Employment Desired:

Job position: _____

Date you can begin working: _____

Salary Desired: _____

Are you currently employed? Yes () No ()

May we contact your current employer? Yes () No ()

If no, please explain: _____

Have you ever been employed by a CASA program? Yes () No ()

Do you have supervisory experience? Yes () No ()

Do you have casework experience? Yes () No ()

Please classify your public speaking experience: None (), Novice (), Intermediate (), Proficient (), Expert ()

Do you have experience in training/teaching? Yes () No ()

Education:

Type*	Name of School	Degree	Hours Completed or Graduation Date

*High School, Trade School, College, etc.

Educational merits or awards, special honors, or special activities in college: _____

Professional Licenses or Certifications (be specific): _____

Level of Computer Skills/Social Media:

- Microsoft Word: None (), Novice (), Intermediate (), Proficient (), Expert ()
- Microsoft Excel: None (), Novice (), Intermediate (), Proficient (), Expert ()
- Microsoft Outlook: None (), Novice (), Intermediate (), Proficient (), Expert ()
- Facebook None (), Novice (), Intermediate (), Proficient (), Expert ()
- Twitter None (), Novice (), Intermediate (), Proficient (), Expert ()
- Instagram None (), Novice (), Intermediate (), Proficient (), Expert ()
- Webpage mgmt. None (), Novice (), Intermediate (), Proficient (), Expert ()
- LinkedIn None (), Novice (), Intermediate (), Proficient (), Expert ()

Employment History:

List below your last six employers, starting with the most recent employer.

1. Most Recent Employer:	Type of Business:
Job Title:	Dates of Employment:
Duties:	
Supervisor's Name:	Phone Number:
Starting Salary:	Ending Salary:
Reason For Leaving Job:	

2. Next Most Recent Employer:	Type of Business:
Job Title:	Dates of Employment:
Duties:	
Supervisor's Name:	Phone Number:
Starting Salary:	Ending Salary:
Reason For Leaving Job:	

3. Next Most Recent Employer:	Type of Business:
Job Title:	Dates of Employment:
Duties:	
Supervisor's Name:	Phone Number:
Starting Salary:	Ending Salary:
Reason For Leaving Job:	

Employment History Continued...

4. Most Recent Employer:	Type of Business:
Job Title:	Dates of Employment:
Duties:	
Supervisor's Name:	Phone Number:
Starting Salary:	Ending Salary:
Reason For Leaving Job:	

5. Next Most Recent Employer:	Type of Business:
Job Title:	Dates of Employment:
Duties:	
Supervisor's Name:	Phone Number:
Starting Salary:	Ending Salary:
Reason For Leaving Job:	

6. Next Most Recent Employer:	Type of Business:
Job Title:	Dates of Employment:
Duties:	
Supervisor's Name:	Phone Number:
Starting Salary:	Ending Salary:
Reason For Leaving Job:	

**Application Verification:
(must be signed for application consideration)**

I verify that all of the information provided by me on this application is true, correct, and complete. I understand that false or misleading statements or the omission of any information necessary to make this application complete may result in rejection of my application or dismissal from employment after being hired by Child Advocates.

I understand that any employment relationship with Child Advocates is of an "At Will" nature, meaning that the employee may resign at any time and the employer may discharge the employee at any time with or without cause and with or without notice. I understand that this "At Will" employment relationship may not be changed verbally or by any written document unless such change is specifically acknowledged in writing by an authorized officer of Child Advocates. I understand that employees are subject to changes in wages, working conditions, benefits, and operating policies/procedures. I also understand that nothing contained in the attached employment application or the granting of an interview creates a contract between Child Advocates and myself for either employment or for the providing of benefits.

Printed name of applicant

Signature of applicant

Date

**Release of Employment and Law Enforcement Records:
(to be completed if/when applicant becomes a finalist in the selection process)**

I, _____, hereby authorize Child Advocates to investigate all information contained in my application for employment with Child Advocates. I authorize the release of any and all information, personal or otherwise, by my past and present employers (if authorized on page 1 of application), law enforcement agencies, credit history agencies, public and private agencies, schools, associates, and co-workers, which may be required to verify the information on my employment application or otherwise indicate my suitability for employment. I release all parties from all liabilities for any damages which may result from the furnishing of said information. A copy of this release shall be as valid as the original.

I understand this release remains in effect during the employment application process and afterwards if I am hired by Child Advocates. I understand this release may be revoked in writing at any time, except for information that has already been released to Child Advocates.

Printed name of applicant

Signature of applicant

Date

Equal Opportunity Employer

Child Advocates is an equal opportunity employer. All employees are recruited, hired, trained, assigned and promoted in all positions without discrimination due to the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

It is the policy of Child Advocates to prohibit discrimination against a qualified individual with a disability with respect to job application procedures, hiring, promotions, discharge, compensation, and job training. It is further the policy of Child Advocates to reasonably accommodate the disabilities of prospective and current employees.