



**INSTRUCTIONS: ALL APPLICANTS FOR EMPLOYMENT WITH CASA OF HIDALGO, INC. MUST FILL OUT THIS FORM. APPLICANTS ARE URGED TO CONSIDER CAREFULLY AND UNDERSTAND FULLY EACH QUESTION. NEATNESS IS IMPORTANT. ALL INFORMATION SUBMITTED IS SUBJECT TO CLARIFICATION. A FALSE OR MISLEADING RESPONSE MAY RESULT IN DISQUALIFICATION FOR EMPLOYMENT, OR DISCHARGED FROM FUTURE EMPLOYMENT WITH THIS ORGANIZATION.**

**We consider applicants for all positions without regard to race, color, religion, creed, sex, citizenship, national origin, age, disability, marital or veteran status, or any other legally protected status.**

**PLEASE PRINT IN BLACK INK OR TYPE RESPONSE**

1. Position you are applying for: \_\_\_\_\_  
Lowest acceptable salary: \_\_\_\_\_ Per \_\_\_\_\_

2. Name: \_\_\_\_\_  
(Last) (First) (Middle)

3. Address: \_\_\_\_\_  
(Number) (Street or P.O. Box) (City) (Zip)

4. Home Telephone: \_\_\_\_\_ Business/Other No: \_\_\_\_\_

5. Social Security No: \_\_\_\_\_ Drivers' License No. \_\_\_\_\_

6. When will you be available to start work? \_\_\_\_\_

7. Are you able to provide required proof of your eligibility to work? \_\_\_\_\_

8. Check all types of work you would accept:

Permanent: \_\_\_\_\_ Full-Time \_\_\_\_\_ Day Work \_\_\_\_\_ Shift \_\_\_\_\_

Temporary: \_\_\_\_\_ Part-time \_\_\_\_\_ Night Work \_\_\_\_\_ Weekend-Shift \_\_\_\_\_

**9. Education:**

Are you a High School graduate? Yes \_\_\_\_ No \_\_\_\_

Do you have a G.E.D. Certificate: Yes \_\_\_\_ No \_\_\_\_

Name of High School \_\_\_\_\_

Location: \_\_\_\_\_

School attended other than High School	Location	Course of Major Study	Credits Completed	Degrees or Certificate Received
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Other training you received (for example: special courses, work-training programs, armed forces training). Please estimate the number of training hours.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. May inquiries be made of your present employer regarding your character, qualifications, and record of employment: Yes \_\_\_\_ No \_\_\_\_

11. Special qualifications and skills: List qualifications and skills you possess which are required for the job for which you are applying, such as computer skills, (type of programs), workshops attended in the last 5 years, ability to operate specialized equipment, or any job related training.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. **WORK HISTORY:** Begin with your present or most recent job and list every employment. Attach extra pages if needed. Include part time employment, temporary or seasonal employment.

[Dates] From \_\_\_\_\_ to \_\_\_\_\_ Employer: \_\_\_\_\_

Employer's address: \_\_\_\_\_

Telephone No. ( ) \_\_\_\_\_ Job Title \_\_\_\_\_

Salary: \_\_\_\_\_ Duties/responsibilities: \_\_\_\_\_

Reprimands, suspensions: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Co-Worker: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Last Salary: \_\_\_\_\_

[Dates] From \_\_\_\_\_ to \_\_\_\_\_ Employer: \_\_\_\_\_  
Employer's address: \_\_\_\_\_  
Telephone No. ( ) \_\_\_\_\_ Job Title \_\_\_\_\_  
Salary: \_\_\_\_\_ Duties/responsibilities: \_\_\_\_\_

Reprimands, suspensions: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Co-Worker: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Last Salary: \_\_\_\_\_

[Dates] From \_\_\_\_\_ to \_\_\_\_\_ Employer: \_\_\_\_\_  
Employer's address: \_\_\_\_\_  
Telephone No. ( ) \_\_\_\_\_ Job Title \_\_\_\_\_  
Salary: \_\_\_\_\_ Duties/responsibilities: \_\_\_\_\_

Reprimands, suspensions: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Co-Worker: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Last Salary: \_\_\_\_\_

[Dates] From \_\_\_\_\_ to \_\_\_\_\_ Employer: \_\_\_\_\_  
Employer's address: \_\_\_\_\_  
Telephone No. ( ) \_\_\_\_\_ Job Title \_\_\_\_\_  
Salary: \_\_\_\_\_ Duties/responsibilities: \_\_\_\_\_

Reprimands, suspensions: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Co-Worker: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Last Salary: \_\_\_\_\_

**(PLEASE LIST OTHER EMPLOYERS IN THE BACK. FOLLOW THE SAME FORMAT)**

List professional, trade, business or civic activities and offices held. You may exclude membership, which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Check yes or no for questions 13-17**

**\*\*\*\*\*If you answer any of the following items "yes", explain on Item #18. \*\*\*\*\***

13. Have you been fired or asked to resign from a job within the last five (5) years?  
YES \_\_\_\_ NO \_\_\_\_
14. Have you ever been convicted of a crime in civilian or military court within the last ten (10) years? (You may exclude minor traffic violations). A criminal record will not necessarily disqualify you from employment. Your case will be considered in relationship to the requirements to the particular job.  
YES \_\_\_\_ NO \_\_\_\_
15. Have you ever been discharged from the Armed Forces under other than honorable conditions?  
YES \_\_\_\_ NO \_\_\_\_
16. Are you working or have you ever worked or volunteered for CASA of Hidalgo, Inc.?  
YES \_\_\_\_ NO \_\_\_\_
17. Do you or does your spouse have any relatives working for CASA of Hidalgo, Inc.?  
YES \_\_\_\_ NO \_\_\_\_
18. Remarks or additional information:

---



---



---

### Questionnaire

**Have you ever applied with any other CASA organization:** Yes \_\_\_\_ No \_\_\_\_  
**Were You accepted?** Yes \_\_\_\_ No \_\_\_\_ **Name of Organization:** \_\_\_\_\_  
**Do You have any experience working with children?** Yes \_\_\_\_ No \_\_\_\_ **If yes, please explain:** \_\_\_\_\_

---



---

**Do you have any personal experience with (Please explain if answer is yes). You may use the back of this page if you need additional space.**

**Child Abuse:** Yes \_\_\_\_ No \_\_\_\_ : \_\_\_\_\_  
**Foster Care:** Yes \_\_\_\_ No \_\_\_\_ : \_\_\_\_\_  
**Child Welfare:** Yes \_\_\_\_ No \_\_\_\_ : \_\_\_\_\_  
**Criminal, Juvenile or Family Court system:** Yes \_\_\_\_ No \_\_\_\_ : \_\_\_\_\_

**Other child services agency:** Yes \_\_\_\_ No \_\_\_\_ : \_\_\_\_\_

**Do you have any experience or training in any of the following?**  
**Media** \_\_\_\_ **Public Speaking** \_\_\_\_ **Writing** \_\_\_\_ **Art or Graphics** \_\_\_\_  
**Advertising or Public Relations** \_\_\_\_ **Drug or Alcohol Abuse Programs** \_\_\_\_  
**Law Enforcement** \_\_\_\_ **If your answer is yes to any of the above please describe:**

---



---

**Have you ever been convicted of a misdemeanor/felony?** Yes \_\_\_\_ No \_\_\_\_ : **Explain:**

**Do you give CASA of Hidalgo, Inc. permission to obtain additional information for screening purposes from other sources? Yes \_\_\_\_ No \_\_\_\_**

**THE UNDERSIGNED ACKNOWLEDGES AND AGREES THAT:**

Certification: I certify that all the statements made in this application form are true, complete, and correct, to the best of my knowledge.

As part of CASA's policy, additional personal information will be gathered during the pre-interview process and that

CASA retains the right to refuse any individual that they feel would not be in the best interest of the program and further, CASA is not required to state a reason(s) for non-acceptance, and that

Applicant's file is kept in strictest confidence and becomes property of CASA of Hidalgo, Inc.

I give my permission to CASA of Hidalgo, Inc. to contact any of the former employers or references shown above to verify the information I have given and I authorize previous employers to release all records of my employment, including assessments of my job performance, ability and fitness. Additionally,

**I GIVE MY PERMISSION TO CASA OF HIDALGO, INC. TO RELEASE INFORMATION ABOUT MY EXPERIENCES AS A CASA EMPLOYEE TO ANY OTHER CASA PROGRAM TO WHICH I MAY APPLY IN THE FUTURE.**

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

**I certify that I do not have any detectable amounts of prohibited substances in my system. I understand that if my drug and alcohol screen turns out positive for a prohibited substance, I will not be eligible for hire, or if I am hired pending the outcome of such a test, I will be subject to immediate termination**

---

SIGNATURE OF APPLICANT

---

DATE

**IT IS THE POLICY OF CASA OF HIDALGO, INC. TO IMPLEMENT AFFIRMATIVE EQUAL SERVICE TO ALL CLIENTS WITHOUT REGARD TO RACE, SEXUAL ORIENTATION, GROUP, AGE, GENDER, OR NATIONAL ORIGIN.**