

The CASA Foundation

EMPLOYMENT APPLICATION

(PLEASE PRINT AND COMPLETELY ANSWER ALL QUESTIONS)

The CASA Foundation (the "Foundation") fully subscribes to the principles of Equal Employment Opportunity. It is our policy to provide employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, sex/gender, sexual orientation, gender identity, gender expression, religion, national origin, citizenship, age, pregnancy (including childbirth and related medical conditions), mental or physical disability, genetic information, veteran or military status, or other protected status under applicable law. In accordance with requirements of the Americans with Disabilities Act and applicable law, it is our policy to provide reasonable accommodation to applicants during the application process (provided that such accommodations do not impose an undue burden on the Company) in order that applicants may be given a full and fair opportunity to be considered for employment. As an Equal Opportunity Employer, we intend to comply fully with applicable federal, state and/or local employment laws and the information requested on this application will only be used for purposes consistent with those laws. To the extent required by applicable law, The Foundation maintains a smoke-free workplace.

POSITION: _____

DATE: _____

PERSONAL DATA

Salary expectations: _____

Name: _____
Last Middle First

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____

Yes, I am at least 18 years of age (This information will be used only for purposes of compliance with child labor law).

Are you available and willing to work out of town if required? Yes No

How did you learn of the Foundation? _____

Have you ever applied or worked at this Foundation before? Yes No

If yes, provide dates: _____

Are you legally authorized to work in the United States? Yes No

The CASA Foundation

EDUCATION

Describe any educational degrees, skills, training or experience that you have achieved that is required by or relevant to the job applied for:

Name, City and State of Educational Institution	Graduated		If no, Degree Credits Earned	Type of Degree Received or Expected	Major	Minor	Grade Point/ Overall GPA
	Yes	No					
High School							
College or University							
Technical/GED							

Do you have other licenses or certifications that would be pertinent to this position?

EMPLOYMENT HISTORY:

Please complete for all full-time or part-time employment beginning with most recent employer. You may include as part of your employment history any verified work performed on a volunteer basis. All applicants should start with their most recent job, include military assignments and voluntary employment and provide ten (10) years of history. (A separate sheet may be attached.) You must explain any gaps in your employment history. **PLEASE ALSO ATTACH CURRENT RESUME.**

Company Name: _____ Telephone: _____

Address: _____

Name of Supervisor: _____ May we contact: Yes No

Dates Employed: From: _____ To: _____

State job titles and describe job duties: _____

Reason for leaving: _____

Company Name: _____ Telephone: _____

Address: _____

The CASA Foundation

Name of Supervisor: _____ May we contact: Yes No

Dates Employed: From: _____ To: _____

State job titles and describe job duties: _____

Reason for leaving: _____

Company Name: _____ Telephone: _____

Address: _____

Name of Supervisor: _____ May we contact: Yes No

Dates Employed: From: _____ To: _____

State job titles and describe job duties: _____

Reason for leaving: _____

Company Name: _____ Telephone: _____

Address: _____

Name of Supervisor: _____ May we contact: Yes No

Dates Employed: From: _____ To: _____

State job titles and describe job duties: _____

Reason for leaving: _____

Have you ever been discharged or asked to resign from employment? Yes No

If yes, explain: _____

Have you signed any non-competition or non-solicitation agreement or any other kind of agreement with any other employer that might restrict you from working for the Foundation?

Yes No

If yes, please explain: _____

PROFESSIONAL REFERENCES (Please list three individuals unrelated to you with whom you have worked who know your qualifications for this position. Do not list spouse, domestic partner or significant other.)

NAME	ADDRESS	PHONE	POSITION

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PERSONAL REFERENCES (Please list two individuals unrelated to you who know your character. Do not list spouse, domestic partner or significant other.)

NAME	ADDRESS	PHONE	RELATIONSHIP

APPLICANT'S ACKNOWLEDGMENT

By signing below, I certify that the answers given herein and during the entire application process including, but not limited to information provided in resumes, attachments to this application, interviews or otherwise (if applicable) are true, complete, and correct to the best of my knowledge. I authorize the Foundation, to investigate all statements and information contained in this application, in my résumé, or that I otherwise may provide to the Foundation during the employment application and screening process. I understand that any false or misleading statements or information provided by me, or material omissions of information requested of me, whether intentional or unintentional, may result in rejection of my application or, if employed, my immediate dismissal from the Foundation, regardless of when such information is discovered.

I consent to and authorize the Foundation to contact my former employers, references, and any and all other persons and organizations for information bearing upon my qualifications for employment.

I EXPRESSLY AGREE AND UNDERSTAND THAT, IF EMPLOYED, MY EMPLOYMENT IS NOT FOR A SPECIFIC TERM, IS BASED ON MUTUAL CONSENT AND MAY BE TERMINATED BY ME OR THE COMPANY WITH OR WITHOUT NOTICE OR CAUSE AT ANY TIME. I FURTHER UNDERSTAND THAT NO ORAL PROMISE, EMPLOYER POLICY, CUSTOM, BUSINESS PRACTICE OR OTHER PROCEDURE (INCLUDING PERSONNEL HANDBOOK OR ANY PERSONNEL MANUALS) CONSTITUTE AN EMPLOYMENT CONTRACT OR MODIFICATION OF THE AT-WILL EMPLOYMENT RELATIONSHIP BETWEEN ME AND THE COMPANY. I ALSO UNDERSTAND THAT MY AT-WILL EMPLOYMENT STATUS WITH THE COMPANY MAY ONLY BE ALTERED IN AN INDIVIDUAL CASE OR GENERALLY IN A WRITING SIGNED BY THE PRESIDENT OR CEO OF THE COMPANY.

I understand that nothing in this employment application or in the granting of an interview is intended to create an employment contract between myself and the Foundation.