



# CASA of Bastrop, Fayette & Lee

## EMPLOYEE APPLICATION

Please submit your cover letter and resume with completed application.  
to Kristi Bauer, Executive Director, kristi.bauer@casabfl.org

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

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

Have you ever applied to or worked for this company before? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ If yes, please list the charges and explain.  
\_\_\_\_\_

How did you learn about CASA and this position? \_\_\_\_\_

Date you will be available to work \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? \_\_\_\_\_ Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? \_\_\_\_\_ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? \_\_\_\_\_ Degree: \_\_\_\_\_



# CASA of Bastrop, Fayette & Lee

## 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?

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?



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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

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

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## 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 CASA of Bastrop, Fayette & Lee Counties 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 of Bastrop, Fayette & Lee Counties 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.

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

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CASA of Bastrop, Fayette & Lee Counties is an Equal Opportunity Employer.