



# Atlanta Court Appointed Special Advocates (CASA), Inc.

## EMPLOYMENT APPLICATION

Atlanta Court Appointed Special Advocates (CASA), Inc. is an equal opportunity employer. It is the policy of the company not to discriminate in hiring and employment on the basis of race, color, religion, national origin, sex, mental or physical disability, age, sexual orientation or any other category protected by applicable State or Federal Law. No information on this application will be used for the purpose of discrimination. Please request assistance, if needed, in completing this application or throughout the interview process. **Your application may not be considered if there are omissions.**

### PERSONAL

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Home Telephone (\_\_\_\_) \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

How were you referred to Atlanta CASA, Inc.?  School  agency  ad  an employee (who) Other: \_\_\_\_\_

Email address: \_\_\_\_\_ Are you at least 21 years old?  Yes  No

**Do you have a valid Georgia driver's license?**  Yes  No If yes, what is the expiration date? \_\_\_\_\_

If not, do you have a valid driver's license from another state?  Yes  No

If yes, what state? \_\_\_\_\_ Expiration date? \_\_\_\_\_

Candidates are **required to provide a valid driver's license** at the time of the interview.

Direct service employees are required to drive and have a valid Georgia driver's license and automobile insurance.

Can you perform the essential functions of the job for which you are applying without reasonable accommodation?  Yes  No

If you believe you need reasonable accommodation to perform the essential functions of the job, please describe the needed accommodation.

Will visa or immigration status prevent lawful employment?  Yes  No

(Proof of citizenship or immigration status must be presented at the time of an interview.)

Have you ever been terminated from employment?  Yes  No

If yes, please explain:

**Have you been convicted of a felony or crime against children?**  Yes  No

If your answer is yes, please give a detailed description of the date, place and nature of the conviction.

(A current charge will not necessarily disqualify an applicant from employment consideration.)

**Have you ever resigned from employment while under an investigation?**  Yes  No

If your answer is yes, please give a detailed description of the dates, employer(s) and circumstances.

Have you ever been employed by or applied for a position with any Court Appointed Special Advocates affiliate.

Yes When: \_\_\_\_\_  No

**POSITION INTERESTS**

Position desired:

Expected Compensation: \_\_\_\_\_

I am applying for:  Part Time  Full Time  Temporary

Staff are required to work some evenings, weekends and holidays for conferences, fundraising/special events and training.

**EDUCATION**

School	Name and Location of School	Course of study	Dates Attended	Degree or Diploma	Grade Average (Total Possible 4.0)
High School					
College or University					
Graduate School					
Technical					
Other					

Candidates must provide a copy of degree/diploma/transcript when interviewed.

Organization Memberships (other than those which indicate religion, race, color or National Origin):

In your own words, please state why you want this position, what you hope to achieve, and what special qualifications you have to succeed. (attach additional pages if necessary)

Languages spoken:

Professional certifications, licenses, honors, publications (list, attach curriculum data)

Some positions may require work on weekends and/or holidays. Are you available to work:

Weekends:  Yes  No

Holidays:  Yes  No

**REFERENCES**

Please list 4 supervisors/co-workers who can serve as references for your employment performance. Personal references will not be accepted.

Reference Name	Relationship	Position/Title	Email Address	Telephone Number

**EMPLOYMENT HISTORY**

Please complete **ENTIRE** section even if resume has been submitted. Additional pages can be attached. A minimum of ten years of employment must be included.

(1) Current or Most Recent Employer			Telephone ( )	
Address			From	To
Name of Manager	Phone contact? ( ) <input type="checkbox"/> No	May we ( ) <input type="checkbox"/> Yes	Compensation Starting \$	Final \$
Job Title/Duties		Reason for leaving		
(2) Current or Most Recent Employer			Telephone ( )	
Address			From	To
Name of Manager	Phone contact? ( ) <input type="checkbox"/> No	May we ( ) <input type="checkbox"/> Yes	Compensation Starting \$	Final \$
Job Title/Duties		Reason for leaving		
(3) Current or Most Recent Employer			Telephone ( )	
Address			From	To
Name of Manager	Phone contact? ( ) <input type="checkbox"/> No	May we ( ) <input type="checkbox"/> Yes	Compensation Starting \$	Final \$

Job Title/Duties	Reason for leaving

(4) Current or Most Recent Employer		Telephone (    )	
Address		From	To
Name of Manager	Phone contact? (    ) <input type="checkbox"/> No	May we (    ) <input type="checkbox"/> Yes	Compensation Starting \$                      Final \$
Job Title/Duties	Reason for leaving		

(5) Current or Most Recent Employer		Telephone (    )	
Address		From	To
Name of Manager	Phone contact? (    ) <input type="checkbox"/> No	May we (    ) <input type="checkbox"/> Yes	Compensation Starting \$                      Final \$
Job Title/Duties	Reason for leaving		

(6) Current or Most Recent Employer		Telephone (    )	
Address		From	To
Name of Manager	Phone contact? (    ) <input type="checkbox"/> No	May we (    ) <input type="checkbox"/> Yes	Compensation Starting \$                      Final \$
Job Title/Duties	Reason for leaving		

(6) Current or Most Recent Employer		Telephone (    )	
Address		From	To

Name of Manager	Phone contact? ( <input type="checkbox"/> No )	May we ( <input type="checkbox"/> Yes )	Compensation Starting \$	Final \$
Job Title/Duties		Reason for leaving		

**Comments: Include explanation of any gaps in employment or status if employed less than ten years:**

### SIGNATURE PAGE

I hereby authorize Atlanta Court Appointed Special Advocates (CASA), Inc. to verify and investigate my past employment, education, activities and other background information that Atlanta CASA, Inc. deems necessary. This may include checking references, interviewing past employers, managers and co-workers, and obtaining educational transcripts and previous employment records including pay information and dates of employment. I indemnify Atlanta CASA, Inc. against any liability as a result from making such investigation. I understand that any false answer or statement on this application or any other required documents may result in denial of employment or discharge.

I understand that nothing contained in this application or in the granting of an interview is intended to create an employment contract between Atlanta CASA, Inc. and me. I also understand and agree that if I am hired by Atlanta CASA, Inc., the duration of my employment is indefinite and my employment relationship is terminable at will, which means that I may resign at any time and Atlanta CASA, Inc. may terminate my employment at any time with or without cause.

I consent to any and all medical examinations required by the organization. I further consent to the release of any medical information to the organization or designated organization insurance carriers as the result of an occupational injury or occupational illness.

I further state and confirm by my signature on this application that I have never abused, neglected, sexually exploited, deprived or subjected to serious injury a child or an adult.

The applicant, if employed by the organization, agrees that he/she will never publish or reveal to any person, unless authorized by the organization or its officials, any information concerning the organization or its clients' confidential affairs.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

**Note: All positions require a criminal background check prior to employment.**



## AFFIRMATION AND RELEASE

I, \_\_\_\_\_, hereby affirm that all of the answers provided on my volunteer application are true. I understand that the information requested will be used only for the purpose of determining my suitability as a Court Appointed Special Advocate. I understand that this application does not ensure appointment as a CASA volunteer. I understand that completion of training does not guarantee that I will be assigned a case. After successful completion of my training, I further understand that I will be expected to serve a minimum of one year in the CASA program. If unforeseen circumstances prevent me from fulfilling this obligation, I will submit a written resignation to the program director with as much advance notice as possible.

I am aware that I will be examining sensitive, confidential documents, reports and other material in my capacity as a CASA volunteer. I will discuss these matters only with those persons directly involved in the case at the Court or those who will be consulted for their professional knowledge or expertise. I will not divulge this confidential information to anyone else.

I hereby authorize Atlanta CASA and any law enforcement agency to receive any criminal history record information pertaining to me, which may be in files of any federal, state, or local criminal justice agency in the United States, and to investigate my background to determine my fitness as a potential volunteer. This information may be requested and be received on a continual basis during the period of time that I am an active volunteer for the Fulton County Juvenile Court. (The following information must be complete and legible.)

Full Name (Please Print): \_\_\_\_\_

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

Sex: \_\_\_\_\_ Date of Birth (month/day/year) Social Security # \_\_\_\_\_

In order to fulfill background investigation requirements, please circle or highlight one:

American Indian      Asian      African American      Indian  
Caucasian      Hispanic      Other:

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

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