

**CASA of YELLOWSTONE COUNTY  
COURT APPOINTED SPECIAL ADVOCATE PROGRAM  
EMPLOYMENT APPLICATION**

*✓CASA provides equal employment opportunities to all applicants and employees based on qualifications and abilities without regard to race, color, creed, religion, sex, age, marital status, national origin, veteran status, disability, gender identity, sexual orientation or any other protected status. This policy applies to recruitment and placement, promotion, training, transfer, retention, rate of pay and all other details and conditions of employment.*

**Personal Data**

Name \_\_\_\_\_  
Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**Education**

High School Diploma or GED?  Yes  No Name of High School \_\_\_\_\_  
Years of Higher Education completed?  1,  2,  3,  4,  5+ \_\_\_\_\_  
Name of College/University/Grad School \_\_\_\_\_  
Date Completed \_\_\_\_\_ Degree \_\_\_\_\_

Name of College/University/Grad School \_\_\_\_\_  
Date Completed \_\_\_\_\_ Degree \_\_\_\_\_

**Work Experience** (*List most recent work experience first*)

**Do you want to be informed before we contact your present employer?**  Yes  No

Company Name \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_  
Complete Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Job Title \_\_\_\_\_ Phone \_\_\_\_\_  
Dates: From (mm/yy) \_\_\_\_\_ To (mm/yy) \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Job Description (duties, skills)

Work Experience

Company Name \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

Complete Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Job Title \_\_\_\_\_ Phone \_\_\_\_\_

Dates: From (mm/yy) \_\_\_\_\_ To (mm/yy) \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Job Description (duties, skills)

Work Experience

Company Name \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

Complete Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Job Title \_\_\_\_\_ Phone \_\_\_\_\_

Dates: From (mm/yy) \_\_\_\_\_ To (mm/yy) \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Job Description (duties, skills)

**(For additional work experience please attach your Resume to this application)**

Additional Information That Could Help You Qualify for this Position

Examples include: classes(include dates), certificates, volunteer experience, other skills and experiences.

References: *Three persons (not related to you) who know about your work and training*

1) Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Yrs Known: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

2) Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Yrs Known: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

3) Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Yrs Known: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

With my signature below, I certify that all information on this and all attached pages is true, correct and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. I authorize CASA to contact any former employers and further authorize those employers to release job-related information they may have about me. I release all persons or companies from any liability or responsibility for providing such information. I further authorize CASA to contact persons listed as references herein.

**Any offer of employment with CASA of Yellowstone County is conditioned on the successful completion of a background check. For this reason the applicant understands to obtain employment with CASA of Yellowstone County they must sign a release of information and submit to criminal and social services background checks, on a regular basis. Per National CASA/GAL Association requirements, any applicant found to have been convicted of, or have charges pending for, a felony or misdemeanor involving a sex offense, child abuse or neglect, or related acts that would pose risks to children or the CASA program's credibility is ineligible for employment with CASA of Yellowstone County.**

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