



CASA of Humboldt Application for Employment

Thank you for your interest in working at CASA of Humboldt, an equal opportunity employer. Please complete this application as part of your application packet. Email this application, your resume, and cover letter stating why you are interested in this position to Jeanne Gordon, Executive Director at Jeanne@humboldtcasa.org.

Date:	Last Name:	First Name:	Middle Initial:
Address:	City:	State:	Zip Code:

Position Applying For:	How did you hear about this job opening?
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	Yes	No
If hired, would you have reliable means of transportation to and from work?		
Are you at least 18 years old (If under 18, hire is subject to verification that you are of minimum legal age)		

Educational Background

High School

Name	Did you graduate? (Yes/No)	Number of Years Completed	Degree or Diploma

College/University

Name	Did you graduate? (Yes/No)	Number of Years Completed	Degree or Diploma



Employment History

List below all present and past employment starting with your most recent employer.

Name of Employer:	Position/Title:	
Dates of Employment:	Supervisor's Name:	
Reason for Leaving:		
May we contact this employer for a reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Name of Employer:	Position/Title:	
Dates of Employment:	Supervisor's Name:	
Reason for Leaving:		
May we contact this employer for a reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Name of Employer:	Position/Title:	
Dates of Employment:	Supervisor's Name:	
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May we contact this employer for a reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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Dates of Employment:	Supervisor's Name:	
Reason for Leaving:		
May we contact this employer for a reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Name of Employer:	Position/Title:	
Dates of Employment:	Supervisor's Name:	
Reason for Leaving:		
May we contact this employer for a reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No



References

List below four professional references (not related to you) who can speak to your work as a paid employee. At least one of these references must have served as a direct supervisor to you.

1.

Name:	Relationship:	Dates Worked Together:
		to
Phone Number:		Email:

2.

Name:	Relationship:	Dates Worked Together:
		to
Phone Number:		Email:

3.

Name:	Relationship:	Dates Worked Together:
		to
Phone Number:		Email:

4.

Name:	Relationship:	Dates Worked Together:
		to
Phone Number:		Email:

Please Read Carefully, Initial Each Paragraph and Sign Below

	I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I
Initials	further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery



HUMBOLDT COUNTY

	I hereby authorize CASA of Humboldt to thoroughly investigate my references, work records, education, and background in accordance with National CASA and program requirements. I further authorize the
Initials	references I have listed to disclose to CASA of Humboldt any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby related CASA of Humboldt, my former employers, and all other person, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

	I understand that nothing contained in the application or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and
Initials	CASA of Humboldt. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with our without prior notice, at the option of myself or CASA of Humboldt, and that no promises or representations contrary to the foregoing are binding on CASA of Humboldt unless made in writing and signed by me and CASA of Humboldt's designated representative.

	In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon
Initials	hire.

Applicant's Signature	Date
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