



**CASA of Hill County Texas**  
Court Appointed Special Advocate  
E-Mail: [apply@casaofhillcountytexas.org](mailto:apply@casaofhillcountytexas.org)  
Web site: <http://www.casaofhillcountytexas.org>  
200 E. Franklin Street  
Hillsboro, Texas 76645  
Telephone: 254-283-5082

**APPLICATION FOR EMPLOYMENT**

Print in ink or type. These instructions must be followed exactly. Fill out the application completely. Do not leave questions blank. Resumes will not be accepted in lieu of applications. **PLEASE DO NOT PUT "SEE RESUME" ANYWHERE ON THIS APPLICATION.** Applications must have an original signature.

TODAY'S DATE \_\_\_\_\_

NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

POSITION FOR WHICH YOU WISH TO APPLY: \_\_\_\_\_

FULL-TIME \_\_\_\_\_ PART-TIME \_\_\_\_\_ SEASONAL \_\_\_\_\_ TEMPORARY \_\_\_\_\_

ARE YOU WILLING TO WORK HOURS OTHER THAN 8 TO 5? YES \_\_\_\_\_ NO \_\_\_\_\_

ARE YOU WILLING TO TRAVEL? \_\_\_\_\_ WHAT PERCENT OF THE TIME? \_\_\_\_\_

ARE YOU AT LEAST 21 YEARS OF AGE? YES \_\_\_\_\_ NO \_\_\_\_\_

DO YOU HAVE CAR INSURANCE? YES \_\_\_\_\_ NO \_\_\_\_\_

HAVE YOU LIVED OUTSIDE OF TEXAS WITHIN THE PAST SEVEN YEARS? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, PLEASE LIST THE COUNTRIES, CITIES AND STATES YOU HAVE LIVED IN OVER THE PAST SEVEN YEARS:

\_\_\_\_\_  
\_\_\_\_\_

ANY CURRENT LITIGATION PENDING CONCERNING A FELONY OR MISDEMEANOR CHARGE? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, EXPLAIN \_\_\_\_\_

HAVE YOU EVER BEEN CHARGED WITH A FELONY? YES \_\_\_\_\_ NO \_\_\_\_\_ DATE \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES \_\_\_\_\_ NO \_\_\_\_\_ DATE \_\_\_\_\_

(IF YES, EXPLAIN IN DETAIL ON A SEPARATE SHEET OF PAPER, GIVING DATES AND NATURE OF THE OFFENSE, THE NAME AND LOCATION OF THE COURT, AND THE DISPOSITION OF THE CASE.)

**SPECIAL SKILLS/QUALIFICATIONS:** List all special skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware, etc.

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APPROXIMATE WORDS PER MINUTE TYPING \_\_\_\_\_

DO YOU SPEAK/READ/WRITE LANGUAGES OTHER THAN ENGLISH? \_\_\_\_\_ IF YES, WHICH LANGUAGES?

LANGUAGE	READ/WRITE/SPEAK	FLUENT?

**EDUCATION HISTORY**

On the chart below indicate any and all educational institutions you have attended (beginning with high school) as well as any and all diplomas, degrees and/or certificates you have received.

Name of Educational Institution	Location	Type diploma, degree, certification	Date received

<p><b>DID YOU RECEIVE A GED? YES _____ NO _____</b></p>
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**PROFESSIONAL LICENSES**

Complete the following information regarding any professional licenses you hold.

1. LICENSE: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_  
 LICENSE NO: \_\_\_\_\_ STATE \_\_\_\_\_

2. LICENSE: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_  
 LICENSE NO: \_\_\_\_\_ STATE \_\_\_\_\_

3. LICENSE: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_  
 LICENSE NO: \_\_\_\_\_ STATE \_\_\_\_\_

**EMPLOYMENT HISTORY:** Indicate all employment beginning with your current or most recent position. Use additional pages if necessary.

POSITION/TITLE: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_

EMPLOYMENT ADDRESS: \_\_\_\_\_

EMPLOYER'S PHONE NO.: \_\_\_\_\_ IMMEDIATE SUPERVISOR: \_\_\_\_\_

SUPERVISOR'S PHONE NO.: \_\_\_\_\_ MAY WE CONTACT THIS EMPLOYER? \_\_\_\_\_

FULL-TIME: \_\_\_ PART-TIME: \_\_\_ START DATE: \_\_\_\_\_ LEAVE DATE: \_\_\_\_\_ FINAL SALARY: \$ \_\_\_\_\_

SUMMARY OF EXPERIENCE: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

POSITION/TITLE: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_

EMPLOYMENT ADDRESS: \_\_\_\_\_

EMPLOYER'S PHONE NO.: \_\_\_\_\_ IMMEDIATE SUPERVISOR: \_\_\_\_\_

SUPERVISOR'S PHONE NO.: \_\_\_\_\_ MAY WE CONTACT THIS EMPLOYER? \_\_\_\_\_

FULL-TIME: \_\_\_ PART-TIME: \_\_\_ START DATE: \_\_\_\_\_ LEAVE DATE: \_\_\_\_\_ FINAL SALARY: \$ \_\_\_\_\_

SUMMARY OF EXPERIENCE: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

POSITION/TITLE: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_

EMPLOYMENT ADDRESS: \_\_\_\_\_

EMPLOYER'S PHONE NO.: \_\_\_\_\_ IMMEDIATE SUPERVISOR: \_\_\_\_\_

SUPERVISOR'S PHONE NO.: \_\_\_\_\_ MAY WE CONTACT THIS EMPLOYER? \_\_\_\_\_

FULL-TIME: \_\_\_ PART-TIME: \_\_\_ START DATE: \_\_\_\_\_ LEAVE DATE: \_\_\_\_\_ FINAL SALARY: \$ \_\_\_\_\_

SUMMARY OF EXPERIENCE: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

POSITION/TITLE: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_

EMPLOYMENT ADDRESS: \_\_\_\_\_

EMPLOYER'S PHONE NO.: \_\_\_\_\_ IMMEDIATE SUPERVISOR: \_\_\_\_\_

SUPERVISOR'S PHONE NO.: \_\_\_\_\_ MAY WE CONTACT THIS EMPLOYER? \_\_\_\_\_

FULL-TIME: \_\_\_ PART-TIME: \_\_\_ START DATE: \_\_\_\_\_ LEAVE DATE: \_\_\_\_\_ FINAL SALARY: \$ \_\_\_\_\_

SUMMARY OF EXPERIENCE: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

**By signing this application for employment, I certify to CASA OF HILL COUNTY TEXAS that the information I have submitted in this application is true and correct. I understand that this does not in any way create a contract for employment. I also understand that employment at CASA OF HILL COUNTY TEXAS is contingent upon a satisfactory criminal background check. Finally, I also understand that I may be asked for additional information including references, writing samples, etc.**

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

**Where did you hear about this job opportunity?** \_\_\_\_\_