

Canadian County CASA, Inc.
 7905 East Highway 66, El Reno, OK 73036
 405-264-5508

EMPLOYMENT APPLICATION
 Not a Contract of Employment

We are an Equal Opportunity Employer and comply with all federal and state laws which prohibit discrimination based on race, color, religion, age, sex, national origin, physical disability or veteran status. CCC is a smoke-free and drug-free workplace.

Date of Application _____ Social Security Number _____
 Name _____ Telephone Number _____
 Present Address _____
 Are you at least 18 years old? _____ If not, please state your date of birth _____
 Have you ever worked here before? Yes No Dates of Employment _____
 Reason for leaving _____
 Reason for wanting to return _____

JOB INTEREST	Position Applying for _____ Reason for interest _____ _____ Date you can start _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary Salary requirements _____
EDUCATION AND JOB TRAINING	Circle last grade completed High School 9 10 11 12 College 1 2 3 4 Graduate _____ Name of school and location Major Degrees _____ _____ _____ List any special course you have taken or training you have had, such as vocational, technical, correspondence, etc. _____ _____

CERTIFICATES OR SPECIAL LICENSES	<p>List any special licenses or certificates you may hold such as real estate, insurance, LPC, CPA or related to your particular field.</p> <p>_____</p> <p>_____</p> <p>_____</p>
SUMMARY OF QUALIFICATIONS	<p>Please list any skill you possess: foreign languages, software programs, computer systems, business machines, transcription skills, other abilities and types of experience, research work appropriate to the job for which you are applying (include any special skills from military service).</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
PERSONAL BACKGROUND	<p>Have you been discharged or asked to resign within the last five years? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, why? _____</p> <p>Do you currently have a valid driver's license? State ____ Number _____</p> <p>Exp. Date _____</p> <p>Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, explain? _____</p> <p>Please list relatives and/or friends working at CCC</p> <p>_____</p> <p>_____</p> <p>U.S. Military Service</p> <p>Branch of service _____</p> <p>Date of Entry _____ Date of Discharge _____</p> <p>Discharge status _____</p> <p>Highest rank attained _____</p> <p>Briefly describe duties _____</p> <p>_____</p> <p>_____</p>

Give names and address of the last three employers or last 10 years, whichever is applicable, including Civil Service (exclude military service). List your last or current employment first.

1. Name of Employer _____ Kind of Business _____
Address _____ Telephone _____
Title of your final job _____ Employed from _____ to _____
Duties or responsibilities (be specific)

Reason for leaving _____
Beginning earnings _____ Ending Earnings _____
Name and title of your immediate supervisor _____

2. Name of Employer _____ Kind of Business _____
Address _____ Telephone _____
Title of your final job _____ Employed from _____ to _____
Duties or responsibilities (be specific)

Reason for leaving _____
Beginning earnings _____ Ending Earnings _____
Name and title of your immediate supervisor _____

3. Name of Employer _____ Kind of Business _____
Address _____ Telephone _____
Title of your final job _____ Employed from _____ to _____
Duties or responsibilities (be specific)

Reason for leaving _____
Beginning earnings _____ Ending Earnings _____
Name and title of your immediate supervisor _____

May we contact your current and previous employers? Yes No

REFERENCES	List three (3) business persons, who are not related to you.			
	Name	Business	Address	Phone

If offered employment by Canadian County CASA, Inc., I agree to submit to the following background checks: DMV; Criminal Background Check: DOJ, FBI; OSBI and any other required checks.

I understand that any applicant found to have been convicted of, or having charges pending for a felony or misdemeanor involving a sex offense, child abuse or neglect, or related acts that would pose risk to children or the CASA program's credibility is not accepted.

I understand that employment with Canadian County CASA, Inc. is "at will" which means that either the employer or employee may terminate the employment relationship at any time, for any reason, with or without prior notice. I further understand that all employment is continued on that basis and that no supervisor or employee of the organization has the authority to alter the nature of the "at will" employment, and the Executive Director may only do so in a written statement.

If offered employment by Canadian County CASA, Inc., I agree to disclose any outside employment and agree that I will not engage in outside employment that impacts the services provided to CASA or that is a conflict or appearance of a conflict of interest to CASA.

I certify that I have and will provide information throughout the hiring process, including on this application for employment and in interviews with Canadian County CASA, Inc. that is true, correct, and complete to the best of my knowledge. I authorize my employer, former employers, references and other persons or entities identified in this application to release any and all information about me to CCC. I further authorize CCC to investigate the information in this application. I release CCC and all employers, references, investigators and other persons and entities from liability for any damage that may result from furnishing information about me or from my rejection for employment. I certify that I have and will answer all questions to the best of my ability and that I have not withheld and will not withhold any information that would unfavorably affect my application for employment. I understand that misrepresentations or omissions may be cause for my immediate rejection as an applicant for a position with Canadian County CASA, Inc. or my termination from employment if I am hired.

Signature of Applicant: _____ Date: _____



DISCLOSURE AND AUTHORIZATION

In connection with my application for employment (including contract for services or volunteer services) or tenancy with _____, these consumer reports (investigative consumer reports in California) may include the following types of information: names and dates of previous employers, salary, work experience, education, accidents, licensure, credit (except California), etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, workers' compensation claims, judgments, bankruptcy proceedings, criminal records, etc., from federal, state and other agencies which maintain such records.

In addition, investigative consumer reports as defined by the federal Fair Credit Reporting Act, gathered from personal interviews with former employers and other past or current associates of mine to gather information regarding my work performance, character, general reputation and personal characteristics may be obtained.

I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY THE CONSUMER REPORTING AGENCY TO FURNISH THE ABOVE-MENTIONED INFORMATION.

I have the right to make a request to the consumer reporting agency: AmericanChecked Inc., 4870 South Lewis Avenue, Suite 120, Tulsa, OK 74105; telephone: 800-975-9876 ("Agency"), upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including the sources of information and the agency, on our behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by the investigative consumer report(s); and the recipients of any reports on me which the agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I hereby consent to your obtaining the above information from the agency. You may view their privacy policy at their website: www.americanchecked.com.

I hereby authorize procurement of consumer report(s) and investigative consumer report(s). If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for you to procure consumer reports at any time during my employment (or contract) period.

California, Minnesota and Oklahoma Applicants only: Check box if you request a copy of any consumer report ordered on you.

Notice to California Applicants:

You have the right under Section 1786.22 of the California Civil Code to contact the Agency during reasonable hours (9:00 a.m. to 5:00 p.m. (PTZ) Monday through Friday) to obtain all information in your file for your review. You may obtain such information as follows: 1) In person at the Agency's offices, which address is listed above. You can have someone accompany you to the Agency's offices. Agency may require this third party to present reasonable identification. You may be required at the time of such visit to sign an authorization for Agency to disclose to or discuss your information with this third party; 2) By certified mail, if you have previously provided identification in a written request that your file be sent to you or to a third party identified by you; 3) By telephone, if you have previously provided proper identification in writing to Agency; and 4) Agency has trained personnel to explain any information in your file to you and if the file contains any information that is coded, such will be explained to you.

Notice to New York Applicants:

For consumers applying for work in New York: I acknowledge receiving a copy of Article 23-A of the New York Correction Law _____
(Initials)

I acknowledge that I have been provided a copy of consumer's rights under the Fair Credit Reporting Act.

Print Name

Social Security No.

Applicant's Signature

Date of Birth

Date

Any other names used

For purposes of gathering this information, I agree to supply the following information, which may be required by law enforcement agencies and other entities for positive identification purposes when checking records. It is confidential and will not be used for any other purpose.

Current Address: _____

Prior Addresses:

State _____ City/County _____ From _____ to _____

State _____ City/County _____ From _____ to _____

State _____ City/County _____ From _____ to _____

State _____ City/County _____ From _____ to _____

Current Driver's License No. _____ State Issuing License: _____

Email Address (if you wish to be contacted this way): _____

Phone Number: _____

Position for which you are applying is: _____

May we contact your current employer? _____ Yes _____ No _____ N/A