



Employment Application

We at CASS Incorporated would like to thank you for applying for employment with our organization. We believe in the people who make our organization successful and appreciate their contributions to that success. At CASS Incorporated, we strive to be responsive to the personal and professional needs of our staff within an environment of integrity and enrichment.

Full legal name: _____
(First) (Middle Name) (Last)

Today's Date: _____

Position Applying For: _____

Are you seeking full-time or part-time employment? _____

Would you be willing to consider temporary employment? _____

How did you hear about this job? _____

Street Address: _____

City: _____ State: _____ Zip: _____

How long have you lived at this address? _____

Telephone: _____ Cell phone: _____

Where were you born?: _____

Other names you have gone by or are known by: _____

Have you ever applied for employment with CASS Incorporated before today?

_____ If yes, explain: _____

Current Employer: _____

May we contact your current employer? _____

Are you related to or do you know any of our employees or clients? _____

Explain: _____

If selected, what date could you begin employment? _____

Do you have a minimum salary/hourly wage requirement? If yes, indicate that amount here _____.

What type of driver's license do you have? _____

Do you speak a foreign language? _____ Specify: _____

Do you possess any special skills that could benefit you in this position?

Why do you want to work for CASS Incorporated? _____

Please List any computer programs you are familiar with (such as Microsoft Word, Excel, etc.) _____

Education

Name and location of the high school where you received your diploma or GED:

Name and location of college or university:

Degree/Area of Study:

Name and location of college or university:

Degree/Area of Study:

Name and location of college or university:

Degree/Area of Study:

Related Areas

List any special trainings or certificates you have received:

List any honors or awards you have received or any special accomplishments:

List any volunteer work you have done, where, when and for what cause:

List any civic groups or associations you have been involved with and describe:

Employment

Beginning with your most recent employer, report on your past ten years of employment. Attach an additional sheet if necessary

1. Employer: _____
Address: _____
Telephone: _____
Date Hired: _____ Date Left: _____
Job Title: _____ Supervisor: _____
Benefits: _____
Job Duties: _____

Reason for Leaving: _____

2. Employer: _____
Address: _____
Telephone: _____
Date Hired: _____ Date Left: _____
Job Title: _____ Supervisor: _____
Benefits: _____
Job Duties: _____

Reason for Leaving: _____

3. Employer: _____
Address: _____
Telephone: _____
Date Hired: _____ Date Left: _____
Job Title: _____ Supervisor: _____
Benefits: _____
Job Duties: _____

Reason for Leaving: _____

Related Areas

Are you a citizen of the United States? _____

If not, describe your immigration status: _____

Are you legally able to work in the United States? _____

Are you a United States Veteran? _____

Are you still on active or reserve status? _____

If not, were you honorably discharged? _____

Have you ever been convicted of a felony? _____

Explain: _____

REFERENCES (People unrelated to you and not former employers)

Name, Address, Telephone, Email, Relationship

1. _____

2. _____

3. _____

Is there anything else you would like for us to know in considering your application? _____

CASS Incorporated

1406 Southwest 7th Street

Atlantic IA 50022

712-243-2668

www.cassincorporated.org

E-mail our Human Resource Department at:

jmcentaffer@cassincorporated.org

CASS Incorporated is an equal opportunity provider and employer.

Applicant's Declaration

I hereby declare the information provided by me in this application of employment and all supplementation materials submitted in conjunction with this application are true, correct and complete to the best of my knowledge. I certify that this application was completed by me. I understand that, if employed, any misstatement or omission of fact on this application and/or supplemental documentation, may result in my not being hired, or if employed, my termination. I authorize investigation of all statements contained in this application and all accompanying information.

In consideration of my employment, I agree to conform to the rules and regulations of CASS Incorporated. I acknowledge that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the organization or myself. I understand that additional information may be required of me, and if requested, that information will be true, correct, and complete to the best of my knowledge.

If hired, I understand that I will not start work, nor be compensated, and that my employment will be conditional, until I have passed my background checks for Adult and Child Abuse, Driving Record, Criminal Investigation. I also agree to provide CASS Incorporated with acceptable copies of my current driver's license, my current car insurance (if requested) my high school diploma, my college degrees, if applicable, my college transcripts, if requested, proof of my birth and/or my citizenship and any other documentation they may require.

Printed Name of Applicant

Signature of Applicant

Date

Based on the essential functions listed on the job description, are there reasonable accommodations you would need to perform those functions?

_____No _____Yes

If yes, please describe the accommodations that may be necessary.
