



CASA FOR THE HIGHLAND LAKES AREA

Safety • Stability • Hope

Employment Application

Application for Employment

Please type or print clearly. Attach additional pages when needed.

Applicant Privacy Notice: Do not include a Social Security number, date of birth, driver's license number, medical information, or other sensitive personal information on this application. Applicants selected to move forward in the hiring process will be asked to provide additional information securely, which may include a Social Security number, driver's license and automobile insurance information, and written authorization for criminal history, driving record, reference, and other background checks required by CASA for the Highland Lakes Area and applicable CASA standards.

1. Position and Availability

Position Applied For

Volunteer Recruitment & Training Coordinator

Date of Application

Date Available to Begin

Desired Salary

Work Availability

☐ Full-Time ☐ Part-Time ☐ Other: _____

Schedule Availability

Can you occasionally work evenings or weekends as needed? ☐ Yes ☐ No

2. Applicant Information

Full Legal Name

Preferred Name

Mailing Address

City, State, ZIP

Phone

Email

Preferred Contact

☐ Phone ☐ Email

3. Eligibility and Job Requirements

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Will you now or in the future require employment sponsorship? ☐ Yes ☐ No

Are you at least 18 years of age? ☐ Yes ☐ No

Do you have reliable transportation for work-related travel? ☐ Yes ☐ No

Do you currently hold a valid driver's license and appropriate automobile insurance? ☐ Yes ☐ No

Can you perform the essential functions of the position, with or without reasonable accommodation?
☐ Yes ☐ No

Are you willing, if selected to move forward, to provide required identification and authorization for criminal history, driving record, reference, and other background checks? ☐ Yes ☐ No

Have you previously worked or volunteered with a CASA program? ☐ Yes ☐ No If yes, where?

4. Education and Relevant Training

School or Institution	Location	Years Completed	Degree, Certification, or Field of Study
-----------------------	----------	-----------------	--

Relevant licenses, certifications, professional development, or specialized training:

5. Employment History

List your employment history for the past seven years, beginning with your current or most recent employer. Attach additional pages as needed.

Employer 1

Employer Name

Address / City / State

Job Title

Supervisor

Phone / Email

Dates Employed

From _____ To _____

May We Contact?

☐ Yes ☐ No ☐ After an offer is made

Reason for Leaving

Primary Duties

Employer 2

Employer Name

Address / City / State

Job Title

Supervisor

Phone / Email

Dates Employed

From _____ To _____

May We Contact?

☐ Yes ☐ No ☐ After an offer is made

Reason for Leaving

Primary Duties

Employer 3

Employer Name

Address / City / State

Job Title

Supervisor

Phone / Email

Dates Employed

From _____ To _____

May We Contact?

☐ Yes ☐ No ☐ After an offer is made

Reason for Leaving

Primary Duties

6. Relevant Experience and Qualifications

Describe your experience recruiting, coordinating, training, teaching, or supporting volunteers or adult learners.

Describe your experience presenting to groups or facilitating training in person or virtually.

Describe any experience with child welfare, courts, trauma-informed services, nonprofit work, community engagement, or volunteer-driven programs.

What interests you about working for CASA for the Highland Lakes Area?

Describe how you organize multiple applicants, deadlines, training schedules, records, and follow-up responsibilities.

7. Professional References

Provide three professional references who are not relatives. At least one should be a current or former supervisor when possible.

Name	Relationship / Organization	Phone	Email
------	-----------------------------	-------	-------

8. Applicant Certification and Authorization

I certify that the information provided in this application and any accompanying materials is true, complete, and accurate to the best of my knowledge. I understand that false statements, material omissions, or misrepresentations may disqualify me from consideration or result in termination if discovered after employment begins.

I authorize CASA for the Highland Lakes Area to verify information relevant to my employment application, including education, employment history, and professional references. I understand that, if I

am selected to move forward in the hiring process, I will be required to provide additional information securely. This may include my Social Security number, driver's license and automobile insurance information, and signed authorizations necessary for criminal history, driving record, reference, and other background checks required by CASA for the Highland Lakes Area and applicable CASA standards. I understand that no sensitive identifying information should be emailed as part of this initial application unless specifically requested through a secure process.

I understand that submission of this application does not create a contract of employment or guarantee an interview or employment. If hired, my employment will be at will, meaning either CASA for the Highland Lakes Area or I may end the employment relationship at any time, with or without notice or cause, as permitted by law. No statement or document may alter the at-will relationship unless made in a written agreement signed by the Executive Director and authorized by the organization.

Applicant Signature

Printed Name

Date

9. Voluntary Equal Employment Opportunity Information

CASA for the Highland Lakes Area is an equal opportunity employer. Employment decisions are based on qualifications and organizational needs without regard to any status protected by applicable law. Applicants requiring a reasonable accommodation during the application process may contact info@highlandlakescasa.org.

Submission Instructions

For the Volunteer Recruitment & Training Coordinator opening:

Email this completed application, your resume, and a cover letter to info@highlandlakescasa.org

Application deadline: Friday, August 21, 2026

Please retain a copy of your completed application for your records.