



**MAGNIFICAT**

APPLICATION FOR EMPLOYMENT

Application Date: \_\_\_\_\_

Position Desired: \_\_\_\_\_

Magnificat is an Equal Opportunity Employer.  
Magnificat does not discriminate against any individual on any basis.

**PLEASE PRINT. All items on application must be complete in order to be considered for employment**

Contact Information

Name (First MI Last)	
Address City, State Zip	
Home Phone Number	
Alternate Phone Number	
Email Contact	

Education

	Name of School	City, State	Course of Study	# of Years Completed	Diploma/Degree
High School					
Undergraduate College					
Graduate School					
Technical School					
Other					

Employment History

Start with your present or most recent job.

	<b>Dates Employed</b>	
Employer	From	Job Title
Address	To	Supervisor
Phone Number	Rate or Salary	Reason for Leaving
Work Performed		
	<b>Dates Employed</b>	
Employer	From	Job Title
Address	To	Supervisor
Phone Number	Rate or Salary	Reason for Leaving
Work Performed		
	<b>Dates Employed</b>	
Employer	From	Job Title
Address	To	Supervisor
Phone Number	Rate or Salary	Reason for Leaving
Work Performed		

**Please answer the following questions:**

What type of employment are you seeking?	full time intern	part time, # of hours desired _____ temporary/seasonal
What is your availability to work/shift preference?		
Have you filed any application with us before?	yes	no If yes, when?
If under the age of 18 years, can you provide proof of eligibility to work?	yes	no not applicable
Are you prevented from lawful employment in the USA because of Visa or immigration status?	yes If yes, please explain:	no <i>Note: proof of citizenship or immigration will be required upon employment.</i>
Have you ever been convicted of a misdemeanor or felony?	yes If yes, please explain:	no
Describe any special skills, training, foreign language proficiency, etc. that may not be apparent based upon your education or work history.		
Describe all PC & technical proficiencies you possess, if applicable to the position you are seeking.		
List any awards, achievements, recognitions or additional information which you would like us to consider.		
List any membership, professional certificates, registries and/or license held. Include license number, serial number, State issued & expiration date.		
Are you presently employed?	yes	no
May we contact your present employer?	yes	no
May we contact your past employers?	yes	no

**Please do not use relatives.**

References

Name	Relationship	How long have you known this person	Phone Number(s)

I certify that all answers given herein are true and complete to the best of my knowledge. I understand and agree that any misrepresentation or omission on my application or related papers, or statements made during any oral interviews may result in refusal of employment or shall be grounds for dismissal.

I authorize Magnificat or its agent to investigate my history and may verify all data in my application for employment, related papers, or oral interviews. I allow such investigation and release from liability Magnificat and/or any person or company giving of such information.

I understand that this application is not, and is not intended to be, a contract of employment.

I understand that, if offered employment, I will be required to consent to background investigation, fingerprinting and/or drug screening process. I understand that failure to pass or submit to a drug test will conclude all consideration for employment.

Federal Law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment eligibility and identify within 3 days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

If hired, I will subscribe to and actively promote the mission and philosophy of Magnificat High School.

I have read, agree to and understand the above:

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date