



APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: Please print or type. Fill out the application form completely. If questions are not applicable, enter "NA". Do not leave questions blank. Be sure to sign the application when completed. The Mexican American Catholic College is an Equal Opportunity Employer. Resumes are not accepted in lieu of applications; however you can attach a copy of your resume to the application. You are not required to furnish any information prohibited by federal, state or local law.

I-A. PERSONAL INFORMATION

| | | |
|-----------------------------------------------------------------------------------------------------|------------|---------------------|
| _____ | | |
| LAST NAME | FIRST NAME | MIDDLE NAME/INITIAL |
| Have you been employed under another name? <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| If yes, what was the name? _____ | | |
| Current Mailing address: | | |
| _____ | | |
| Street | City/State | Zip Code |
| Daytime Phone: _____ / _____ Email Address: _____ | | |
| SSN: _____ / _____ / _____ Drivers' License No. (if applicable) _____ State: _____ | | |

I-B
Position you are applying for: _____

Are you willing to work:
 FULL TIME PART TIME SUMMER TEMPORARY Date available: _____

Have you worked at MACC before? Yes No If yes, when? _____

Do you have any relatives working at MACC? Yes No if yes, give name(s) and relationship to you.

Are you legally eligible for employment in the United States? Yes No

Cross-Cultural Conversion Y Comuni3n

3115 W. Ashby Place P.O. Box 28185 San Antonio, TX 78228-5104 Phone: 210/732-2156 Fax: 210/732-9072
E-mail: macc@maccsa.org Web: www.maccsa.org

I-C

Have you ever been discharged or disciplined by an employer for theft, sexual harassment, disruptive behavior, using or possessing a weapon on company premises, and/or using or possessing drugs or illegal substances? Yes No if yes, provide date(s) and details: _____

Have you ever been convicted, pled guilty or received deferred adjudication for a felony or misdemeanor that resulted in imprisonment or court ordered probation? Yes No

If yes, explain in concise detail on a separate sheet of paper the dates and nature of the offense(s), the name(s) and location(s) of the court(s), and the disposition of the case(s).

NOTE: A conviction may not disqualify you, but a false statement will.

II-A. EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 +

Did you receive a GED? Yes No

High School: _____ City/State: _____

College/University: _____ City/State: _____

Hours Completed: _____ Years: _____ Degree: _____

College/University: _____ City/State: _____

Hours Completed: _____ Years: _____ Degree: _____

Vocational/Technical: _____ City/State: _____

Hours Completed: _____ Years: _____ Degree: _____

If a license, certificate, or other designation is required or related to the position that you are applying for, please list:

| License Certification | Date Issued | Issued by | License No. | Location of issuing authority |
|-----------------------|-------------|-----------|-------------|-------------------------------|
| | | | | |
| | | | | |

MILITARY SERVICE (A copy of your DD214 may be required)

Military Branch: _____ Dates of Service (from/to): _____

II-B SKILLS

List all skills/qualifications you possess and machines and office equipment you can operate (i.e. calculators, printers, copiers, computers, types of software and hardware, etc.)

| Office Equipment | Software/Hardware | Other Equipment |
|------------------|-------------------|-----------------|
| | | |
| | | |
| | | |

Do you speak a language other than English? Yes No if yes, what language(s) do you speak?

Language: _____ Language: _____

| Fluency | Speak | Read | Write | Fluency | Speak | Read | Write |
|-----------|-------|------|-------|-----------|-------|------|-------|
| Fair | | | | Fair | | | |
| Good | | | | Good | | | |
| Excellent | | | | Excellent | | | |

III. EMPLOYMENT HISTORY/WORK EXPERIENCE FOR LAST 10 YEARS

Begin with most current position. Include experience in the U.S. Military and self-employment. Give a brief summary of the technical and/or managerial responsibilities of each position you have held. For supervisory/managerial positions, indicate the number of employees supervised. If you need additional space, you may use a separate sheet of paper.

Employer: _____ / _____
Phone

Address: _____
City State/Zip Code

Job Title: _____ From: _____ To: _____

Name of Immediate Supervisor: _____

Compensation: Beginning: \$_____ Ending: \$_____ May we contact employer: Yes No

Summarize nature of work performed and responsibilities:

Reason(s) for Leaving: _____

Continued on following page

III. Work Experience (Cont'd)

Employer: _____ / _____
Phone

Address: _____
City State/Zip Code

Job Title: _____ From: _____ To: _____

Name of Immediate Supervisor: _____

Compensation: Beginning: _____ Ending: _____ May we contact employer: Yes No

Summarize nature of work performed and responsibilities:

Reason(s) for Leaving: _____

Employer: _____ / _____
Phone

Address: _____
City State/Zip Code

Job Title: _____ From: _____ To: _____

Name of Immediate Supervisor: _____

Compensation: Beginning: \$_____ Ending: \$_____ May we contact employer: Yes No

Summarize nature of work performed and responsibilities:

Reason(s) for Leaving: _____

Continued on following page

III. Work Experience (Cont'd)

Employer: _____ / _____
Phone

Address: _____
City State/Zip Code

Job Title: _____ From: _____ To: _____

Name of Immediate Supervisor: _____

Compensation: Beginning: \$ _____ Ending: \$ _____ May we contact employer: Yes No

Summarize nature of work performed and responsibilities:

Reason(s) for Leaving: _____

IV. MINISTRY EXPERIENCE

If you are applying for a pastoral team member or pastoral teaching position, please answer the following questions:

Are you Roman Catholic? Yes No if yes, have you previously held a ministry position in either a parish, Catholic School/Institution or other Diocese? Yes No If yes, describes the ministry you performed (youth ministry, catechetical ministry, campus ministry, etc.).

What is your preferred image of Church? Why?

What is your vision of ministry in the Catholic Church? _____

What specific gifts do you bring as a minister/potential minister to this position? _____

V. REFERENCES

List three business references and two personal references, other than relatives, who know you well enough to give information about you. Please attach letters of recommendation to this application.

PROFESSIONAL REFERENCES

| NAME | PHONE | ADDRESS | YEARS KNOWN |
|-------------|--------------|----------------|--------------------|
| | | | |
| | | | |
| | | | |

PERSONAL REFERENCES

| NAME | PHONE | ADDRESS | YEARS KNOWN |
|-------------|--------------|----------------|--------------------|
| | | | |
| | | | |

VI. ACTIVITIES

Hobbies or interests: _____

Special Honors, Awards, recognition received, etc. _____

Please read these statements carefully and indicate your understanding and acceptance by signing in the space provided.

- I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification or omission of information shall be grounds for refusal to hire or, if hired, termination.
- I understand that as a condition of employment I will be required to provide legal proof of authorization to work in the United States.
- I understand that I grant permission for the Mexican American Catholic College to verify the information I have listed.
- I hereby authorize the Mexican American Catholic College to conduct a criminal background check on me and I understand that this report will be for a criminal history on me.
- I understand that, if an inquiry is made, the nature and scope of the information will be supplied to me upon written request.
- If I am employed at the Mexican American Catholic College, I agree to abide by and comply with all rules of the Mexican American Catholic College.
- I fully understand and agree that, if I am employed, my employment is for no definite period of time and may be terminated at any time by either the Mexican American Catholic College or me.
- I fully understand that the Mexican American Catholic College is a 501(c) (3) not-for-profit organization and under Texas Unemployment Compensation Act, Sec. 201.066, MACC is exempt from participating in the Unemployment Compensation.

Applicant signature: _____ Date: _____

Date application received: _____ Received by: _____

(Rev. 02/09)