

Magna Community Living Services

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918-459-5074 ☼ Fax: 918-459-5075
Visit us at: Magnahealthcare.com
Email: community@magnaok.com

Application for Employment

Magna Community Living Services is an equal opportunity employer. Employment decisions are based strictly on qualifications without regard to race, color, age, sex, religion, national origin, disability, marital status or any other basis prohibited by law. We comply with our legal obligations to provide reasonable accommodation to qualified disabled applicants.

Applicant Pre-Employment Screening and folder setup.

Section 1:

- Application for Employment
- Resume (If Applicable)
- 1st Interview 2nd Interview _____
- Reference forms Sent _____ Received _____
- OSBI request
- OSBI background check

- CWSR request (DDS-39)
- CWSR statement
- W-4
- I-9
- 2 forms of ID to include a copy of Driver's License
- Copy of automobile insurance verification
- Consent to release information

Section 2:

- Misc address changes, Time-off requests, payroll changes, Personnel Action Form (PAF).

Section 3:

- Evaluations/Counseling Reports, Termination Summaries

Section 4:

- Medical-Worker's Comp, HEP B info., TB info., benefits info.

Section 5:

- In-house Training-Consumer specific in-services, staff meetings, employee orientation

Section 6:

- Training Certificates

Six sections in green hanging folder labeled with employee name: last name, first name, middle initial, employee number, hire date.