

2012

JVC Magis Application Packet



Lee Hubbell

Director JVC Magis & LU-CHOICE
Director of Ministry, First Studies Program

Contact Information

Phone: 312-915-7049
Fax: 312-915-7448
lhubbel@luc.edu

Office Location

Water Tower Campus
Lewis Towers
111 East Pearson Ave, # 601D

Mailing Address

Loyola University Chicago
School of Education
Water Tower Campus
820 North Michigan Avenue, 11th Floor
Chicago, IL 60611

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Thank you for your interest in the Loyola University Chicago JVC Magis service program. Please carefully read through the requirements and instructions for the application.



Requirements

- 1) Bachelor's Degree – Completed or expected completion summer prior to entering JVC Magis program
- 2) Completed at least ONE year of service in JVC
- 3) Interest in working in areas of need in the Chicagoland area
- 4) Willingness to live in a small community of other volunteers.
- 5) Service commitment of *at least* 2 years (maximum of 3 years)
- 6) **Candidates must apply for admission to Loyola University Chicago.**

★ Acceptance into JVC Magis is contingent upon acceptance into Loyola University Chicago.

Instructions

Application Material Instructions

- **Application Form**
 - Please type within the form fields and print form. Or print form and write/type responses.
- **Essay Format**
 - **Label each Essay** at the top of the page
 - **Label Includes:** Essay question number & actual question
 - **Length:** 2 pages per Essay
 - **Format:**
 - Double spaced
 - Typed
 - 12pt Font
 - 1 inch Margins
 - Single Sided Printing ONLY
 - **NO STAPLES**
- **Current Resume**
 - Be sure to include your previous experience in service with JVC or JVI
- **Acceptance Letter from Loyola University Chicago**
 - Please make a copy of your acceptance letter to include in the application packet
- **Letters of Reference**
 - There are no required forms for a referee to fill out and there is no set format for letters of reference.
 - **Recommendation:**
 - We recommend references from people who can address your ability to succeed in the four values of JVC.
Example: volunteer coordinator, priest, chaplain, college professor, friend, supervisor, support person, area director or community member
 - **Requirements:**
 - Letters should be one page.
 - Letters from professionals should be on letterhead.
 - Please *do not* include more than three letters of reference.
 - Letters should not be in signed, sealed envelopes.

▪ **Referee Directions:**

- Give to applicant to place in their application packet.
- Email address and phone number should be included in the signature of the letter.

Submission Instructions

- **Deadline**
 - **Must be received by: February 17th**
- 1 original, and three copies, of all materials in the application packet must be submitted together in **ONE LARGE ENVELOPE.**

Application Packets should be addressed to:

Lee Hubbell, Director JVC Magis
Loyola University Chicago
School of Education
820 N. Michigan Ave., 11th Floor
Chicago, IL 60611

Application Packet Checklist

★ **ALL Items MUST be Included**

- Completed Application Form
- 2 Essays
- Current Resume
- Acceptance letter from Loyola University Chicago
- 3 Letters of Reference (not in signed, sealed envelopes)
- 1 original, and three copies, of all materials in the application packet.

Interview Anticipation Instructions

- **Interview Date:** March 24th
 - Interviews are for selected candidates Only
- Please begin to secure the time and resources you need to come to Chicago for an interview.
- Face to face interviews are preferable.
 - Phone/Skype can be set up.
- Notification of acceptance usually begins shortly after interviews.



JVC Magis Application Form

Please type within the form fields, and print form. Or print form and write/type in responses and submit it together with all supporting documents by **February 18th**

Personal Information

1. Name: _____
Last First Middle

2. Date of birth: _____

3. Phone number(s): _____
Home Cell

4. Email address: _____

5. Permanent/Home address: _____
Street Address

Apartment/Unit Number

City State Zip

Permanent/Home phone number: _____

6. What region did you or are you currently serving as a JV or JVI?

7. What is the name of the placement and what was your position while in the JVC?

8. What degree program are you applying to at Loyola University Chicago?

9. Do you speak any languages in addition to English?

10. Please review the possible placements and rank them in order of interest:

a. _____

b. _____

c. _____

Educational Background

11. Colleges attended

College	Dates of Attendance	Major	Degree	GPA
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_____	_____	_____	_____	_____
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Other _____

Other

12. Have you ever been convicted of a crime or do you currently have felony charges against you pending?

_____ ~ If yes, please explain on a separate sheet of paper.
Yes / No

During the admission process and/or during your time with JVC Magis, you are required to disclose any and all information concerning charges and/or possible charges against you at the time such circumstances arise.

13. Have you ever been disciplined for serious misconduct, suspended, or expelled from school?

_____ ~ If yes, please explain on a separate sheet of paper.
Yes / No

14. I hereby certify that the information provided by me in this application is complete and accurate.

Signature

Printed name

Date

Essays

Please write two brief essays as described below

Essay Requirements

- **Label each Essay** at the top of the page
 - **Label Includes:** Essay question number & actual question
 - **Length:** 2 pages per Essay
 - **Format:**
 - Double spaced
 - Typed
 - 12pt Font
 - 1 inch Margins
 - Single Sided Printing ONLY
 - **NO STAPLES**
-

Essay One: Motivations and Values

Discuss your interest in continuing the JVC experience. Describe specific experiences and relationships in your JVC experience so far that have led you to apply for Magis. Consider some of the following questions in structuring your essay.

What are your apprehensions? What challenges do you foresee?

Describe one spirituality session you have led in your JVC community and how it contributed to faith sharing in your community.

Describe an experience in your job placement that deepened or expanded your understanding of social justice and what insights you gained from that situation.

In what specific ways, both personally and communally, have you demonstrated a commitment to simple lifestyle during your JVC experience?

Describe an experience or situation that demonstrates what has been most difficult for you about community life, and one that demonstrates what has been most life giving.

Essay Two: Statement of Personal, Academic and Professional Goals

Discuss your academic and professional goals, including your hopes for offering service and developing professional skills through your work placement.

Interview Process with JVC Magis

Please see the list of placements on our webpage: www.luc.edu/jvcmagis

You will be interviewed by an agency representative and by a current JVC Magis participant. I have reviewed your application and will be there on the day of the interviews to meet you and talk with you.

In some cases the agency representative and the current participant are the same person.

In this way I get three perspectives: the perspective of the director (me), the perspective of an agency and the perspective of a current (or perhaps alumni) participant. This gives me a well rounded view of how you match up with the program.

You may be doing several interviews. The amount of interviews does not increase/decrease your chances of acceptance.

After the interviews I review the data and then start to make placement matches. I will use the information from the interviews to match up who I think is the best match for each agency. Of course social workers would only be matched up with the social work placements, while our spirituality degrees would be matched up with the spirituality placements.

At this point I do not know how many persons per degree program we would accept. There is not a set number. It all comes down to who is the best match for the placement.

I will then contact you to make you an offer to join our program and let you know where we will be missioning you for your time in Magis.

What we are trying to do in Magis is identify the need then find the person whose passion is to meet that need.

It is quite possible that the agency I feel you are a match for, may not be your first choice of a placement. However, the process is not a negotiation.

If you are not interested in the placement we have selected for you then you have to decide if you join and go to that placement or if you decline our offer.

If you decline I would then go to the next person on our list.

I do that until all of the openings in Magis have been filled.

I try to match you up with your area of most interest. However, I make decisions based also on the big picture utilizing all of the information that I have.

If you do not initially receive an offer from me, you are usually placed on our wait list. If a position should some open I then contact those persons on the wait list.