



# abiding Care

## EMPLOYMENT APPLICATION

Name: \_\_\_\_\_  
Last First Middle Initial

Position Sought: \_\_\_\_\_

Pay Rate Desired: \_\_\_\_\_

Address: \_\_\_\_\_  
Number & Street City State Zip Code

Phone: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Are you over 18 years old? \_\_\_ Yes \_\_\_ No

Are you legally eligible for employment in the United States? *(If offered Employment, you will be required to provide documentation to verify eligibility.)* \_\_\_ Yes \_\_\_ No

Have you ever been convicted of a crime other than a minor traffic offence? *(including while in the military)* \_\_\_ Yes \_\_\_ No If yes, explain:

\_\_\_\_\_  
\_\_\_\_\_

### EDUCATION:

High School:

Diploma: \_\_\_ Yes \_\_\_ No G.E.D.: \_\_\_ Yes \_\_\_ No

School \_\_\_\_\_

College and/or Vocational School:

Number of years completed (*circle one*) 1 2 3 4 5 6 7

School(s) \_\_\_\_\_

Address \_\_\_\_\_

Major \_\_\_\_\_ Degrees Earned (Date) \_\_\_\_\_

Describe other training or degrees:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY**

*List most recent employment first*

May we contact your present employer? \_\_\_ Yes \_\_\_ No

Employer \_\_\_\_\_

Date of employment: From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

Position/Duties \_\_\_\_\_

Telephone \_\_\_\_\_

Supervisor name \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Pay rate: \_\_\_\_\_

Employer \_\_\_\_\_

Date of employment: From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

Position/Duties \_\_\_\_\_

Telephone \_\_\_\_\_

Supervisor name \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Pay rate: \_\_\_\_\_

Employer \_\_\_\_\_

Date of employment: From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

Position/Duties \_\_\_\_\_

Telephone \_\_\_\_\_

Supervisor name \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Pay rate: \_\_\_\_\_

**ADDITIONAL INFORMATION**

1. What draws you to seeking employment here?

\_\_\_\_\_

\_\_\_\_\_

2. What special skills, talents, gifts or personality traits would you bring to this ministry?

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3. Do you consider yourself a Christian? \_\_\_Yes \_\_\_No

4. If yes, please tell us about your faith in and personal relationship with Jesus Christ as Lord and Savior:

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4. This organization is a pro-life Christian ministry. We believe that our faith in Jesus Christ empowers us, enables us, and motivates us to provide crisis pregnancy services and family resources in this community. Please write a brief statement about how your faith would affect your work if hired.

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5. How does your spouse/family feel about your possible employment here? \_\_\_\_\_

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6. If you or a close family member or friend experienced an abortion, that does not disqualify you from working here. In fact, we have had several people work here who have and they have been some of our most impactful workers. However, we would ask that you disclose that to us so we can make sure you have gone through the important steps of healing before having you be involved with other who are contemplating that choice.

## REFERENCES

Please provide three references, not including your pastor (*see attached pastor reference form*)

1. \_\_\_\_\_  
Name                      Address                      Phone                      Years Acquainted                      Relationship

2. \_\_\_\_\_  
Name                      Address                      Phone                      Years Acquainted                      Relationship

3. \_\_\_\_\_  
Name                      Address                      Phone                      Years Acquainted                      Relationship

## APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this employment application are true and complete to the best of my knowledge, and I authorize my prospective employer to verify their accuracy and to obtain reference information on my work performance and character. I give permission to my prospective employer to conduct a criminal background check to the extent that the position for which I am applying may involve interaction with minors. I release my prospective employer and any person or entity providing such reference information from any and all liability relating to the provision of such information or relating to any employment decisions made based upon such information. I understand that, if employed, any falsified statements or omissions of material information on this application may lead to my prompt dismissal. If I am offered and accept employment, I agree to fully adhere to the policies and rules of my prospective employer. However, I understand that neither the existence of such policies and rules nor anything said during my interview process shall be deemed to create an express or implied employment contract. I UNDERSTAND THAT ANY EMPLOYMENT THAT MAY BE OFFERED TO ME WILL BE FOR AN INDEFINITE DURATION AND ON AN AT-WILL BASIS. I understand that either my prospective employer or I will have the right to terminate any such employment at any time with or without notice or cause. I further certify that I have read and that I am in full agreement with the pregnancy center's Statement of Faith and Statement of Principle.

Signature of Applicant: \_\_\_\_\_  
Date

Signature of Staff: \_\_\_\_\_  
Date

*Applicant - please sign, date and return the following with this application:*

- Mission & Vision Statement
- Statement of Faith
- Our Client Commitment of Care
- Employee Integrity Commitment
- Pastor Reference (*sign the bottom, then provide to your pastor to complete and return to us*)



# abiding Care

## MISSION & VISION STATEMENT

### **Vision**

Abiding Care envisions our served communities thriving and believing the following:

- the Gospel of Jesus Christ is His perfect message of reconciliation and healing
- every human life is sacred
- marriage is between a man and a woman, the place for human sexuality
- every child is welcomed into the family, the fundamental unit of a healthy society

### **Mission Statement**

Abiding Care exists to be an extension of Jesus Christ's love to anyone facing pregnancy decisions, sexual health issues, and post abortive recovery. The center is dedicated to the value and dignity of human life by providing:

- emotional, spiritual, and physical support
- medical services
- parenting support and
- referrals to community resources for on-going care

## STATEMENT OF FAITH

### **The Nicene Creed**

I believe in one God, the Father Almighty, Maker of heaven and earth, and of all things visible and invisible.

And in one Lord Jesus Christ, the only-begotten Son of God, begotten of the Father before all worlds; God of God, Light of Light, very God of very God; begotten, not made, being of one substance with the Father, by whom all things were made.

Who, for us men and for our salvation, came down from heaven, and was incarnate by the Holy Spirit of the virgin Mary, and was made man; and was crucified also for us under Pontius Pilate; He suffered, died and was buried; and the third day He rose again, according to the Scriptures; and ascended into heaven, and sits on the right hand of the Father; and He shall come again, with glory, to judge the quick and the dead; whose kingdom shall have no end.

And I believe in the Holy Ghost, the Lord and Giver of Life; who proceeds from the Father and the Son; who with Father and the Son together is worshipped and glorified; who spoke by the prophets.

And I believe in one holy catholic\* and apostolic Church. I acknowledge one baptism for the remission of sins; and I look for the resurrection of the dead, and the life of the world to come.  
Amen

\*that is, the true Christian Church of all times and all places

## OUR CLIENT COMMITMENT OF CARE

1. Clients are served without regard to age, race, income, nationality, religious affiliation, disability, or other arbitrary circumstances.
2. Clients are treated with kindness, compassion, and in a caring manner.
3. Clients always receive honest and open answers.
4. Client pregnancy tests are distributed and administered in accordance with all applicable laws.
5. Client information is held in strict and absolute confidence. Client information is only disclosed as required by law and when necessary to protect the client or others against imminent harm.
6. Clients receive accurate information about pregnancy, fetal development, lifestyle issues, and related concerns.
7. We do not offer, recommend or refer for abortions or abortifacients, but we are committed to offering accurate information about abortion procedures and risks.
8. All of our advertising and communications are truthful and honest and accurately describe the services we offer.
9. We provide a safe environment by screening all volunteers and staff interacting with clients.
10. We are governed by a board of directors and operate in accordance with our articles of incorporation, by-laws, and stated purpose and mission.
11. We comply with applicable legal and regulatory requirements regarding employment, fundraising, financial management, taxation, and public disclosure, including the filing of all applicable government reports in a timely manner.
12. Medical services are provided in accordance with all applicable laws, and in accordance with pertinent medical standards, under the supervision and direction of a licensed physician.
13. All of our staff, board members, and volunteers receive appropriate training to uphold these standards.

## EMPLOYEE INTEGRITY COMMITMENT

Recognizing that Abiding Care Pregnancy Resource Center Inc. is a Christian ministry, I eagerly and openly acknowledge that I have placed my faith in Jesus Christ as my personal Lord and Savior. I have read and fully agree with the Center's Statement of Faith. I commit to regularly attend a Christian church.

I believe in the sanctity of human life as taught in the Holy Scriptures. Because human beings are made in the image of God from their earliest moments of existence, I reject abortion as a morally acceptable option in any pregnancy situation.

I accept the responsibility to act as an advocate for women and men visiting the Center as clients; offering them accurate information, compassionate emotional support, and spiritual guidance, consistent with the Commitment of Care.

I will keep ALL information concerning clients in STRICT CONFIDENCE, according to the policies of the Center, including after I am no longer employed at the Center. Not doing so would be considered a reason for immediate dismissal.

Recognizing that, as an employee at the Center, I represent Christ and this ministry to clients and in my community, I will consistently live my life in a way that upholds Christian moral standards, including refraining from:

- substance or alcohol over-use or abuse;
- harassment of any type;
- child or spousal abuse or neglect;
- theft, fraud, embezzlement, corruption, bribery, misappropriations, or inappropriate removal or possession of property belonging to the Center, a co-worker, or a vendor;
- sexual conduct outside the biblical covenant of marriage between a man and a woman;
- malicious gossip;
- physical aggression: fighting or threatening violence.

As a representative of Abiding Care, I commit to prayerfully seek God to conduct myself with integrity in my position with the Center. I also understand that it is necessary for both my best interest and the health of the organization, that if I am struggling to do so, that I should discuss that with the Director, not to be penalized or judged, but to be given Godly counsel and supported in my time of need.

*I have received and agree to the Mission & Vision Statement, the Statement of Faith, Our Client Commitment of Care, and the Employee Integrity Commitment.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date