**Confidential Employment Application**

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

 Last First M.I.

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Number and Street City State Zip Code

Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ SS#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you legally eligible for employment in the US and prepared to provide verifying documentation: \_\_\_\_Yes \_\_\_\_No

Have you ever been convicted of a crime other than a minor traffic offense? \_\_\_\_\_Yes \_\_\_\_\_No

If yes, please explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Education:**

High School: Number of years completed (circle one) 1 2 3 4 Diploma: \_\_\_Yes \_\_\_No G.E.D: \_\_\_Yes \_\_\_No

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

College and/or Vocational School: Number of years completed (circle one) 1 2 3 4 5 6 7

 School(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Degrees Earned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Dates) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe other training or degrees:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Licenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Employment History:** List most recent employment first. May we contact your present employer? \_\_\_\_Yes \_\_\_\_No

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

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending Salary\_\_\_\_\_\_\_\_\_

Supervisor Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason for leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Employment History:** List most recent employment first. May we contact your present employer? \_\_\_Yes \_\_\_\_No

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

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending Salary\_\_\_\_\_\_\_\_\_

Supervisor Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason for leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Employment History:** List most recent employment first. May we contact your present employer? \_\_\_Yes \_\_\_\_No

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

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending Salary\_\_\_\_\_\_\_\_\_

Supervisor Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason for leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Additional Information:**

What is your reason for seeking employment here?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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How did you learn about us?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What talents, special skills, gifts, or personality traits would you bring to PROMISS?

Please circle the computer programs you can use. Word Excel Power Point Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list any physical limitations?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you able to sweep? \_\_\_\_\_\_ Use a vacuum cleaner ? \_\_\_\_\_ Clean a bathroom? \_\_\_\_\_\_

Have you ever counseled someone who was considering an abortion? \_\_\_\_\_Yes \_\_\_\_\_\_No

If Yes, please explain:

Have you had any traumatic experience relating to abortion? \_\_\_\_\_Yes \_\_\_\_\_\_No

If Yes, please explain:

Are you currently interested or wish to adopt a child? \_\_\_\_\_\_\_Yes \_\_\_\_\_\_No

Under what circumstances would you consider abortion as an acceptable alternative?

\_\_\_\_\_\_\_\_\_\_\_\_ Cases of rape or incest

\_\_\_\_\_\_\_\_\_\_\_\_ Cases of physical assault or domestic violence

\_\_\_\_\_\_\_\_\_\_\_\_ Cases of extreme psychological distress

\_\_\_\_\_\_\_\_\_\_\_\_\_ Teen pregnancy

\_\_\_\_\_\_\_\_\_\_\_\_\_ When a medical emergency exists placing the mother’s life in extreme peril

\_\_\_\_\_\_\_\_\_\_\_\_\_ In cases of an adverse diagnosis (down syndrome, spina fidida, etc.)

\_\_\_\_\_\_\_\_\_\_\_\_\_ Upon the recommendation of a physician

\_\_\_\_\_\_\_\_\_\_\_\_\_ Never

\_\_\_\_\_\_\_\_\_\_\_\_\_ Other (please describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROMISS is a Christian pro-life ministry. We believe that our faith empowers us, enables us, and motivates us to provide pregnancy services in this community. All PROMISS employees are required to be in agreement with the PROMISS **Statements of Faith** and **Principle** in addition to signing the **Staff Pledge**. (See attached) Do you agree with these statements and can you sign the Staff pledge without reservation? \_\_\_\_\_Yes \_\_\_\_\_No

**References:** Please list persons who are not related to you and who have known you for at least two years.

 Name: Address: Phone #: Years known: Relationship

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **APPLICANTS CERTIFICATIONS AND AGREEMENT**

**Please read and full before signing. Thank you.**

I certify that the facts set forth in this state application are true and complete to the best of my knowledge and authorize PROMISS to verify their accuracy and to obtain reference information concerning my character and capabilities. I release PROMISS 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 decisions made based upon such information. I give permission to the center to conduct a criminal background check to the extent that my employment duties may involve direct interaction with minors. If I am hired by PROJSS, I agree to fully adhere to its policies and rules including those rules pertaining to client confidentiality.

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

**STATEMENT OF FAITH**

I believe the Christian Bible to be the inspired, infallible, authoritative Word of God.

I believe there is One God, eternally existent in three persons: Father, Son, and Holy Spirit.

I believe in the deity of our Lord Jesus Christ, in His virgin birth, In His sinless life, in His miracles, in His atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return of power and glory.

I believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential, and that this salvation is received through faith in Jesus Christ as Savior and Lord and not as a result of good works.

I believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life and to perform good works.

I believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they who are lost unto the resurrection of damnation.

I believe in the spiritual unity of believers in our Lord Jesus Christ.

**STATEMENT OF PRINCIPLE**

1. PROMISS is an outreach ministry of Jesus Christ through His Church. Therefore, PROMISS, embodied in its volunteers, is committed to presenting the Gospel of our Lord to women with crisis pregnancies–both in word and in deed. Commensurate with this purpose, those who labor as board members, directors, and volunteers are expected to know Christ as their Savior and Lord.
2. PROMISS is committed to providing its clients with accurate and complete information about prenatal development and abortion.
3. PROMISS is committed to integrity in dealing with clients, earning their trust, providing promised information and services, and eschewing any form of deception in its corporate advertising or individual conversations.
4. PROMISS is committed to assisting women to carry to term by providing emotional support and practical assistance. Through the provision of God’s people and the community at large, women may face the future with hope and plan constructively for themselves and their babies.
5. PROMISS does not discriminate in providing services because of the race, creed, color, national origin, age, or marital status of its clients.
6. PROMISS does not recommend, provide, nor refer for abortion or abortifacients.
7. PROMISS offers assistance free of charge at all times.
8. PROMISS is committed to creating awareness within the local community of the needs of pregnant women and of the fact that abortion only compounds human need rather than resolving it.
9. PROMISS does not recommend, provide, or refer single women for contraceptives. (Married women seeking contraceptive information should be urged to seek counsel, along with their husbands, from their pastor and physician.)
10. PROMISS recognizes the validity of adoption as one alternative to abortion, but is not biased toward adoption when compared to the other life-saving alternatives.
11. PROMISS is independent of adoption agencies, relating to them in the same manner as to other helpful referral sources.
12. PROMISS receives no payments of any kind from adoption agencies, do not enter into contractual relationships with them, and do not share combined office space. Adoption agencies are not established under the auspices of centers. PROMISS neither initiates nor facilitates independent adoptions, though they may refer for independent adoption in states where it is legal.

**PROMISS Staff Pledge**

Please initial beside each pledge and sign/date below if you are in agreement. Thank you.

 \_\_\_\_\_Recognizing that PROMiSS is a Christian ministry, I openly acknowledge my personal faith in Jesus

 Christ as my Lord and Savior.

\_\_\_\_\_I have read the Statement of Faith and am in complete agreement with all statements in it.

 \_\_\_\_\_I believe in the sanctity of human life as taught in the Bible and, therefore, reject abortion as an

 acceptable option for any woman facing a crisis pregnancy, except to save the life of the mother in

 some cases (e.g. tubal pregnancy)

 \_\_\_\_\_I believe in chastity outside of marriage and in the sanctity of marriage between a man and a woman

 as taught in the Bible. Therefore, I commit to a lifestyle of sexual purity.

\_\_\_\_\_ I agree to be faithful in church attendance and participation, as a member of the body of Christ.

 \_\_\_\_\_ I accept the responsibility to act as an advocate on behalf of the women under my care; to give

 accurate information, emotional support, and spiritual guidance.

\_\_\_\_\_I will keep all information on clients in the strictest confidence, in accordance with policies.

\_\_\_\_\_I will consistently uphold policies relating to confidentiality, even after I am no longer an employee.

 \_\_\_\_\_Understanding the vital role of employees, I commit myself to faithfully serve \_\_\_\_\_\_ hours per

 week on a regular basis. Additionally, I agree to attend staff meetings and in-service training sessions.

 \_\_\_\_I have read, understand, and agree with the Statement of Principle and will uphold it.

\_\_\_\_I will comply with all policies and procedures established by the Board and Executive Director

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_