

Staff and Volunteer Job Application

This application and the information provided in it will be reviewed by qualified HOPE Center staff only and will remain confidential.

Directions for Client Services and Medical Services Positions

1. Fill out Sections A through L of this application as completely as possible.
2. Sign the application at the Signature of Agreement and Commitment section (Section L).
3. Sign and keep the Staff and Volunteer Service Commitments document.
4. Provide proof of necessary licenses or certifications, when applicable for the positions (for example, nurse).
5. Provide a Resume. Please include at least two professional references if applying for a paid staff position.
6. Return the completed application to The HOPE Center.

Note: If you need additional room for your answers to any of the questions, please write on the back of the page.

Your involvement in The HOPE Center, including training, can begin only after the complete Application, Resume, and Reference Letters are returned to The HOPE Center and reviewed by appropriate staff.

Directions for Advancement, Marketing, and Office Support Positions

1. Fill out Sections *except* C and F of this application as completely as possible.
2. Sign the application at the Signature of Agreement.
3. Sign and keep the Staff and Volunteer Service Commitments document.
4. Optional – You may submit a resume if it provides insight into relevant skills.
5. Return the completed application to The HOPE Center.

Note: If you need additional room for your answers to any of the questions, please write on the back of the page.

Your involvement in The HOPE Center, including training, can begin only after a complete application is returned to The HOPE Center and reviewed by appropriate staff.

A) Demographic Information

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Business Phone _____

Email Address _____ Cell Phone _____

Where do you attend church? _____

B) Interest in The HOPE Center

How did you hear about The HOPE Center? _____

Why would you like to be involved with The HOPE Center? _____

Are you interested in working directly with clients? Yes No

If Yes, please describe your expectations. _____

Are you interested in a staff position or a volunteer position? Staff Volunteer Either

C) Abortion & Adoption Experiences

(For Client Services and Medical Services Positions Only)

Have you had any personal experiences with abortion or adoption? Yes No

If Yes, please describe. _____

D) Mission, Values, and Values

Mission: The HOPE Center provides help, hope and healing to individuals facing pregnancy or relationship issues.

Vision: We envision a community where there is no need for abortion because individuals are empowered to choose life.

Values: Christ-centered, Excellence, Integrity, Compassion, Faith, Life-affirming

E) Spiritual Information

How does a person become a Christian? (Briefly Explain) _____

How do you feel about sharing your personal faith in Jesus Christ? _____

Have you ever received training in sharing your faith in Jesus Christ? _____

If yes, when, where, and what type of program? _____

If no, are you willing to be trained in personal evangelism? _____

How would you describe your relationship with God? _____

How are you growing in your Christian life? _____

How would you describe your view of sexual purity and the sanctity of marriage? _____

Do you feel that your lifestyle reflects your views so that you could mentor clients with integrity in this regard? _____

Testimony

Summarize what your life was like before you invited Jesus Christ into your life, or, if you received Him at an early age, what was your life like after you totally committed your life to Him. Thoughts to help you: (use the back of the page if necessary)

1. What struggles did you have before Jesus came into your life?
2. How did you view yourself?
3. What drew you to Jesus?
4. What are some of the reasons to give him control of your life?
5. What has He done for you that only He could do?
6. How trusting Jesus helped you in a personal crisis.

F) Positional Statements

Please carefully read each of the positional statements and Statement of Principle below. To be involved with The HOPE Center, you are required to sign an agreement to uphold each of the positional statements as stated. If you cannot agree to any part of the statements, stop the application process at this point and speak with a HOPE Center representative.

Note: If you are not sure about your agreement or have a question about a statement, write this in the space at the end of this section and continue with the application.

Abortion

1. It is our position that every abortion claims an innocent life.
2. We are painfully aware of the trauma surrounding pregnancies related to rape, incest, deformities of the developing child, and/or health risks to the mother. We exist, in part, to provide helpful intervention in such cases, but we do not find abortion to be either effective or morally acceptable as a method of reducing such trauma.
3. In those extremely rare cases where continued pregnancy is reasonably expected to precipitate the mother's immediate and literal death, we have been able to discover no clear biblical principle absolutely prescribing or recommending the act of abortion. In such cases, we encourage the parties involved to prayerfully consider the gravity of their decision and the merit of available alternatives. Furthermore, we commit ourselves to respect the decision of the parents and to provide whatever support is possible.

Birth Control

1. For far too long, "sex education" in our schools has concentrated on birth control instead of self-control. We believe that, so long as people engage in sexual relationships outside of marriage, there will continue to be great numbers of unplanned pregnancies, sexually transmitted diseases and broken lives.
2. Much of the difficulty encountered in confronting the problems of young adult promiscuity and pregnancy stems from a paradox engendered by the birth control establishment. Though young people are taught that sex outside of marriage is "no big deal," they sense its profound significance and so feel both permission and desire to become sexually active. This has produced ever-higher rates of young adult sexuality, pregnancy, abortion and disease – the very problems that expensive, tax-funded programs promised to prevent.
3. The HOPE Center is working to reach young adults with the less appealing but more truthful message that sex can only be safe and loving within the context of a permanent, marital relationship.
4. Our staff does not refer or provide clients with birth control.

The HOPE Center

Statement of Principle

- The HOPE Center is an outreach of Jesus Christ through His church. Therefore, embodied in our volunteers, we are 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 The HOPE Center board members, directors and volunteers are expected to know Christ as Savior and Lord.
- The HOPE Center is committed to providing its clients with accurate and complete information about both prenatal development and abortion.
- The HOPE Center is committed to integrity in dealing with clients, earning their trust and providing promised information and services. We denounce any form of deception in our corporate advertising or individual conversations with our clients.
- The HOPE Center is committed to assisting women to carry to term by providing emotional support and practical assistance. Through the provisions of God's people and the community at large, women many face the future with hope, and plan constructively for themselves and their babies.
- The HOPE Center does not discriminate in providing services because of race, creed, color, national origin, age or marital status of its clients.
- The HOPE Center does not recommend, provide or refer for abortion or abortifacients.
- The HOPE Center offers assistance free of charge at all times.
- The HOPE Center is committed to creating an 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.
- The HOPE Center does not recommend, provide or refer single women for contraceptives. (Married women seeking contraceptive information should be urged to seek counsel with their husbands, from their pastor and physician.)
- The HOPE Center recognizes the validity of adoption as one alternative to abortion. We are not biased toward adoption when compared to other life saving alternatives. We are independent of adoption agencies. We relate to them in the same manner as to other helpful referral sources. We receive no payment of any kind from these agencies. We do not enter into any contractual relationships with them and do not share combined office space.

G) References

(For Client Services and Medical Services Positions Only)

Involvement with The HOPE Center requires two references, one from your current Pastor and one from a person who knows you well and for longer than a year. The personal reference cannot be an immediate family member.

The HOPE Center will obtain the Reference Forms from the people you list below.

Where do you attend church? _____

Please list the two people who will be completing the Reference Forms for you.

Pastor _____ Phone _____

Address _____ Email _____

Personal _____ Phone _____

Address _____ Email _____

Relationship to you _____

H) Relevant Experience & Skills

Please describe any experience you think may be relevant to working at The HOPE Center. This can be employment, volunteer experiences, occupational training, public speaking, etc.

Organization / Company

Job Title

Responsibilities

Organization / Company	Job Title	Responsibilities

Please provide us with information about skills you may have. These can be office skills, computer skills, medical skills, counseling skills, etc.

Please list the two people who will be completing the Professional Reference Forms for you (if applicable).

Professional _____ Phone _____

Address _____ Email _____

Professional _____ Phone _____

Address _____ Email _____

I) Availability & Frequency

Please check the appropriate days and times you expect to be available.

		Days of Week						
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time	Morning							
	Afternoon							
	Evening							

Please check the box under the frequency you will be able to work.

Frequency:	Multiple times per week <input type="checkbox"/>	Once a week <input type="checkbox"/>	Every other week <input type="checkbox"/>	Once per month <input type="checkbox"/>	Occasionally (as my schedule allows) <input type="checkbox"/>	On Call (as you need me) <input type="checkbox"/>
Other:						

Note: Volunteer positions are expected to be for a period of at least one year following training. This can vary with internship positions. Although schedules during this time may change, The HOPE Center is asking for a minimum commitment of one year. If you are unable to make this commitment, please indicate reasons in the space below.

J) Area of Interest

Please check the box below the roles you are interested in.

Client Services	Medical Services	Development	Marketing	Office Support	Baby & More
Greeter <input type="checkbox"/>	Nurse <input type="checkbox"/>	Donor Relations <input type="checkbox"/>	College Campus <input type="checkbox"/>	Receptionist <input type="checkbox"/>	Donations <input type="checkbox"/>
Receptionist <input type="checkbox"/>	Sonographer <input type="checkbox"/>	Church Relations <input type="checkbox"/>	Marketing Coordinator <input type="checkbox"/>	Clerical <input type="checkbox"/>	Customer Service <input type="checkbox"/>
Advocate <input type="checkbox"/>	Prenatal Educator <input type="checkbox"/>	Data Entry Specialist <input type="checkbox"/>	Graphic Designer <input type="checkbox"/>	Mailing Assistant <input type="checkbox"/>	Merchandising <input type="checkbox"/>
Database Management <input type="checkbox"/>	Medical Supplies Acquisition <input type="checkbox"/>	Mailing Assistant <input type="checkbox"/>	Website Developer <input type="checkbox"/>	Cleaning/Janitorial <input type="checkbox"/>	Cleaning/Janitorial <input type="checkbox"/>
Follow Up Team <input type="checkbox"/>	Medical Services Follow Up Specialist <input type="checkbox"/>	Database Development Specialist <input type="checkbox"/>	Demographic Researcher <input type="checkbox"/>	Facilities Maintenance <input type="checkbox"/>	Special Projects <input type="checkbox"/>
Other:					

K) Commitment to Standards and Non-Disclosure

The HOPE Center is committed to serving our clients and donors with the highest standard of professionalism. To do this, we require that all staff and volunteers agree to and commit to the standards listed below. Please read each of the standards carefully. We require that you adhere to these standards at all times during your involvement with The HOPE Center.

Note: If you have a question about a standard or feel that you may be unable to adhere to a standard, please indicate this in the space at the end of this section.

1. I will know and responsibly work towards fulfilling The HOPE Center's Mission and Strategy.
2. I will apply the values of Excellence, Integrity, Compassion, Faith, and Life-Affirmation to my role and activities at The HOPE Center.
3. I will serve women and men in unplanned pregnancies and post-abortion counseling with care and compassion, speaking the truth in love through ministry and not manipulation (for those in positions with client contact).
4. I will keep all clients' identities and life situations in strict confidence at all times.
5. I will keep all donors' identities and donations in strict confidence at all times.
6. I will keep all business operations, processes, methods, and documentation of The HOPE Center in strict confidence at all times.
7. I will comply with the Policies and Procedures established by The HOPE Center.
8. I will commit to serve in my position with The HOPE Center for at least one year, following training.
9. I will never refer or advise any woman to have an abortion.
10. I will uphold The HOPE Center's policy on birth control, which is abstinence only for unmarried clients.
11. I will maintain my scheduled hours and to seek a qualified substitute when necessary.
12. I will be prepared for my scheduled duties and will remain responsibly engaged while performing my duties.
13. I will pray for The HOPE Center staff, volunteers, donors and clients.
14. I will commit to a monogamous marriage relationship during my time at The HOPE Center (if married).
15. I will remain sexually abstinent during my time at The HOPE Center (if unmarried).
16. I will maintain any professional licenses and certifications required to perform services at The HOPE Center.

Questions or comments concerning the above Commitment to Standards and Non-Disclosure:

L) Signature of Agreement and Commitment

Having carefully read and completed this Application, I, the undersigned, agree that:

1. I have provided information that is accurate,
2. I will uphold the Mission, Values, and Strategy of The HOPE Center,
3. I will uphold the Positional Statements as stated,
4. I will uphold the Commitment to Standards and Non-Disclosure as stated, and
5. I have included any questions, concerns, or differences as I presently have them.

Print Name _____

Signature _____

Date _____

Personal Reference Form

Applicant's Name: _____ Position: _____

The above named individual has applied for a staff or volunteer position with The HOPE Center. The HOPE Center would appreciate a confidential statement from you concerning the applicant's conformity to the qualities listed below and their expected ability to carry out their duties for The HOPE Center. Please include how long and in what capacity you have known the applicant.

Desired Qualities – As part of The HOPE Center, the applicant will work for or with women who may be facing the decisions of an unplanned pregnancy. Some of the qualities desired in staff and volunteers are:

1. A genuine commitment to Jesus Christ as Savior and Lord of their life.
2. A willingness to give of themselves with compassion to the women they will serve.
3. Dependability and responsibility to perform their role and corresponding activities with excellence.
4. An ability to uphold their commitments to the Mission, Values, and Policies of The HOPE Center.

Your comments concerning the applicant's conformity to the qualities listed above:

Please check the best rating for the areas listed.

	Below Average	Average	Above Average
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spiritual Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Your Name _____ Church _____

Address _____

Phone (day) _____ (evening) _____

Signature _____ Date _____

**Please mail or fax this form to: The HOPE Center
 295 Molly Lane, Suite 120, Woodstock, GA 30189: Application Process
 PHONE: (770) 924-0864 FAX: (770) 517-4451**

Pastoral Reference Form

Applicant's Name: _____ Position: _____

The above named individual has applied for a staff or volunteer position with The HOPE Center. The HOPE Center would appreciate a confidential statement from you concerning the applicant's conformity to the qualities listed below and their expected ability to carry out their duties for The HOPE Center. Please include how long and in what capacity you have known the applicant.

Please Note: As part of our application process, after receiving this reference form from you, a HOPE Center staff person may be contacting you to discuss the applicant's involvement with The HOPE Center.

Desired Qualities – As part of The HOPE Center, the applicant will work for or with women who may be facing the decisions of an unplanned pregnancy. Some of the qualities desired in staff and volunteers are:

1. A genuine commitment to Jesus Christ as Savior and Lord of their life.
2. A willingness to give of themselves with compassion to the women they will serve.
3. Dependability and responsibility to perform their role and corresponding activities with excellence.
4. An ability to uphold their commitments to the Mission, Values, and Policies of The HOPE Center.

Your comments concerning the applicant's conformity to the qualities listed above:

Please check the best rating for the areas listed.

	Below Average	Average	Above Average
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spiritual Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Your Name _____ Church _____

Address _____

Phone (day) _____ (evening) _____

Signature _____ Date _____

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