



## EMPLOYMENT APPLICATION

*"Whatever you do, work at it with all your heart...since you know that you will receive an inheritance from the Lord as a reward." Colossians 3:23-24*

All information will be kept confidential. Please answer honestly. Your past makes you who you are today and we are interested in **you**!

**(Please Print)**

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone (C) \_\_\_\_\_

Email: \_\_\_\_\_

Phone (H) \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Do you have the legal right to be employed in the United States (you must be 18 or older): ☐ Yes (proof required if hired) ☐ No

Do you have a valid driver's license? ☐ Yes ☐ No Are you willing to submit to a background check? ☐ Yes ☐ No

Have you ever been convicted of a crime other than a minor traffic offense (including while in the military)? ☐ Yes ☐ No

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

**EDUCATION** High School Graduate ☐ Yes ☐ No ☐ GED High School Name: \_\_\_\_\_

☐ College (# of years: \_\_\_\_\_). Did you graduate: ☐ Yes ☐ No College Graduation year: \_\_\_\_\_

School Name: \_\_\_\_\_ Degree/Major: \_\_\_\_\_

Describe other special training, professional skills, or qualifications that would benefit your work at Spero: \_\_\_\_\_

**CHURCH:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Senior Pastor's Name: \_\_\_\_\_ Denomination, if any: \_\_\_\_\_

May we call your pastor for a reference? ☐ Yes ☐ No If yes, please list their name, phone and e-mail where he/she can be reached: \_\_\_\_\_

Church Member: ☐ Yes ☐ No If yes, how long have you been a member? \_\_\_\_\_

How often are you currently attending church? ☐ Weekly? ☐ Monthly? ☐ Infrequently?

Describe your involvement with the church: \_\_\_\_\_

Are you currently involved in a regular Bible Study or Small Group? ☐ Yes ☐ No If yes, how long? \_\_\_\_\_

### CURRENT EMPLOYMENT:

Company Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

City & Phone: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

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

Salary: \_\_\_\_\_

Reason for Terminating Employment: \_\_\_\_\_

IN COMPLIANCE WITH FEDERAL AND STATE EQUAL EMPLOYMENT OPPORTUNITY LAWS, QUALIFIED APPLICANTS ARE CONSIDERED FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, SEX, NATIONAL ORIGIN, AGE, MARITAL STATUS, VETERAN STATUS, OR NON-JOB RELATED DISABILITY.

### SPERO USE

#### DOCUMENTS RECEIVED:

- |   |  |
|---|--|
| <input type="checkbox"/> Resume           | <input type="checkbox"/> Reference Checks  |
| <input type="checkbox"/> Interview Record | <input type="checkbox"/> Background Checks |

**PAST EMPLOYMENT:**

Company Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

City &amp; Phone: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

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

Salary: \_\_\_\_\_

Reason for Terminating Employment: \_\_\_\_\_

**SKILLS: (check all the apply)**

OFFICE/ADMINISTRATIVE	CLIENT SERVICES	OTHER
<input type="checkbox"/> Word Processing. (WPM_____)	<input type="checkbox"/> Customer / Client Services	<input type="checkbox"/> Public Speaking
<input type="checkbox"/> Computer / Data Entry	<input type="checkbox"/> Medical / Nurse (licensed in Michigan)	<input type="checkbox"/> MS Office: Word, Excel
<input type="checkbox"/> Special Projects / Research	<input type="checkbox"/> Instructor / Training	<input type="checkbox"/> Personnel Management
<input type="checkbox"/> Social Media (Facebook, Twitter, Etc.)	<input type="checkbox"/> After-Abortion Healing Group	<input type="checkbox"/> Graphic Design / Marketing
<input type="checkbox"/> Fundraising / Event Support	<input type="checkbox"/> Abstinence Education	<input type="checkbox"/> IT Support

**GENERAL INFORMATION**

What is your reason for seeking employment at Spero Pregnancy Center? \_\_\_\_\_

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

Do you have personal experience with an unplanned pregnancy or abortion? Have you helped someone else through a similar situation?

Please describe: \_\_\_\_\_

Have you ever counseled a woman who was considering an abortion? ☐ No ☐ Yes If yes, please describe: \_\_\_\_\_Under what circumstances, if any, would you consider *abortion* as an alternative for a woman in an unplanned pregnancy?☐ Never an option☐ In cases where the mother's life was in extreme peril☐ In cases of rape or incest☐ In cases of extreme psychological distress☐ Other please specify: \_\_\_\_\_

How would you rate yourself in the following areas?

a. Knowledge of abortion methods:

☐ excellent☐ good☐ fair☐ poor

b. Knowledge of current laws concerning abortion:

☐ excellent☐ good☐ fair☐ poor

c. Knowledge of what the Bible teaches about abortion:

☐ excellent☐ good☐ fair☐ poorUnder what circumstances would you consider *adoption* as an alternative for a woman in an unplanned pregnancy? \_\_\_\_\_

How do you feel about an unwed mother parenting her baby? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your beliefs or personal thoughts regarding sexuality morality: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are your thoughts regarding birth control for single, sexually active individuals? \_\_\_\_\_

Are you currently or have you ever been involved in seeking to adopt a child? ☐ No ☐ Yes. If yes, please explain on separate sheet.

Please list any websites, books, films, online material or other resources that you have read or viewed that relate to abortion, pregnancy, adoption, or alternatives to abortion. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do you stay current on pro-life issues? \_\_\_\_\_  
\_\_\_\_\_

#### **CHRISTIAN COMMITMENT**

Do you consider yourself to be a Christian? ☐ Yes ☐ No ☐ Undecided      How long have you been a Christian? \_\_\_\_\_

As a Christian, what is the basis of your salvation? \_\_\_\_\_

Define Christianity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Spero Pregnancy Center is a Christ-centered organization whose ministry is focused on sharing Christ's love with others. How will your faith contribute to this ministry? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How often do you read the Bible? \_\_\_\_\_ Preferred version/translation? \_\_\_\_\_

What are your spiritual gifts? How has God shown you to use them in the body of Christ? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please give a brief testimony of when and how you accepted Christ as well as how your life has changed since you committed your life to Christ. Please attach an additional page if needed. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## REFERENCES AND BACKGROUND

Please provide at least two **employment** references and at least two **personal** references (*including your pastor*):

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Years Known: \_\_\_\_\_  
Email: \_\_\_\_\_ Relationship: \_\_\_\_\_
2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Years Known: \_\_\_\_\_  
Email: \_\_\_\_\_ Relationship: \_\_\_\_\_
3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Years Known: \_\_\_\_\_  
Email: \_\_\_\_\_ Relationship: \_\_\_\_\_
4. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Years Known: \_\_\_\_\_  
Email: \_\_\_\_\_ Relationship: \_\_\_\_\_

We do background checks on applicants for all positions at Spero. Your signature on this form indicates that you **understand** and **authorize** those background checks. In advance of our obtaining that information, please answer the following questions:

Have you ever been convicted of a crime other than a minor traffic offense (including while in the military)? ☐ No ☐ Yes If yes, please give specific details including the charges and dates: \_\_\_\_\_

Are you able to perform all the duties outlined in the job description: ☐ Yes ☐ No

If no, please describe limitations: \_\_\_\_\_

## AUTHORIZATION

I certify that the facts set forth in this employment application are true and complete to the best of my knowledge, and I authorize Spero Pregnancy Center to verify their accuracy and to obtain reference information on my work performance and character.

I certify that I have read and understood all of this employment application. It is agreed and understood that the employer or their agents may investigate my background to ascertain any and all information of concern to my employment history, where same is of record or not, and I release employers and other persons or entity from any and all liability for any damages on account of furnishing such information. I understand that as an applicant for a position with this company, I may be asked to demonstrate that I am capable of performing tasks pertinent to the job. I also understand that if offered a job, it may be conditioned on the results of a physical examination and drug test.

I give permission to Spero Pregnancy Center to conduct a criminal background check to the extent that the position for which I am applying may involve interaction with minors, confidential records, financial transactions, or any other employment-related responsibility.

I further certify that I am a genuine applicant for employment and this application is being submitted solely for the purpose of seeking employment with the employer and for no other reason. I agree to furnish additional information and complete such examinations as may be required to complete my employment file.

I also understand that misrepresentation or omission of information or facts may result in my rejection or prompt dismissal.

If hired, I agree to fully abide by all the rules and policies of the 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 Spero Pregnancy Center or I will have the right to terminate any such employment at any time with or without notice or cause.

I certify this application was completed by me, and that all entries on it and information are true and complete to the best of my knowledge.

I certify I have read and I am full agreement with the Pregnancy Center's Statement of Faith and the Mission.

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

**IF YOU HAVE NOT ALREADY DONE SO, PLEASE SUBMIT A RESUME AND A COVER LETTER WITH THIS APPLICATION**