



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:
 Resume Reference Checks
 Interview Record Background Checks

PAST EMPLOYMENT:

Company Name: _____ Dates of Employment: _____
 City & 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 of rape or incest
- Other please specify: _____
- In cases where the mother's life was in extreme peril
- In cases of extreme psychological distress

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 poor

Under 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