

PATHWAY TO HOPE PREGNANCY CARE CENTER

Staff Application



APPLICANT INFORMATION

Last Name		First		M.I.		Date	
Street Address				Apartment/Unit #			
City			State		ZIP		
Phone			E-mail:				
Birth Date:			Marital Status	Spouse's Name:			
Emergency Contact:							

EDUCATION

High School							
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

EMPLOYMENT EXPERIENCE

1.	Employer:	From:	To:
	Address:	Ending Salary/wage	Job Title:
	Phone Number:		Supervisor:
	Work Performed:	Reason for Leaving:	
2.	Employer:	From:	To:
	Address:	Ending Salary/wage	Job Title:
	Phone Number:		Supervisor:
	Work Performed:	Reason for Leaving:	
3.	Employer:	From:	To:
	Address:	Ending Salary/wage	Job Title:
	Phone Number:		Supervisor:
	Work Performed:	Reason for Leaving:	

Church Name:		
Address:		
City	State	Zip
Pastor's Name:	Phone #:	
How long have you been involved at your church?		
Describe positions held or service performed within the church		
1. What is your stand on abortion:		
2. Are there any circumstances in which you consider abortion as an alternative:		
3. Have you had any experiences related to abortion?		
4. In this section, please make a general evaluation of your knowledge in the following areas:		
Knowledge of abortion risks <input checked="" type="radio"/> excellent <input checked="" type="radio"/> good <input checked="" type="radio"/> fair <input checked="" type="radio"/> poor		
Knowledge of existing laws regulating abortion <input checked="" type="radio"/> excellent <input checked="" type="radio"/> good <input checked="" type="radio"/> fair <input checked="" type="radio"/> poor		
Knowledge of what the Bible teaches concerning the sanctity of human life: risks <input checked="" type="radio"/> excellent <input checked="" type="radio"/> good <input checked="" type="radio"/> fair <input checked="" type="radio"/> poor		
5. What questions do you have concerning abortion, the sanctity of human life or the pro-life movement?		
6. What is your stand on birth control for a single person?		
7. Are you currently seeking to adopt a child?		
8. What special gifts, talents or personality traits do you bring to this organization?		
9. Describe both current and past positions held and/or services performed for other non-profit organizations or ministries:		
10. Are you uncomfortable with any aspect of the Pathway's Statement of Faith or Core Values? Yes No <input checked="" type="radio"/> <input checked="" type="radio"/>		
If so explain:		
11. Please use this space to ask any questions or make any comments you may have about the center:		

PLEASE READ CAREFULLY AND SIGN THE STATEMENT BELOW.

I understand and agree that:

1. The information given herein is true and complete to the best of my knowledge. Any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by Pathway to Hope.
2. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision (including employment reference checking and background/credit check). 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 based upon such information.
3. This application for employment shall be considered active for a period of time not to exceed 180 days. If I wish to be considered for employment beyond this time period, I understand that I need to inquire as to whether or not applications are being accepted at that time.
4. Neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and me in writing. If I am hired, my employment will be "at will" and without fixed term and may be terminated at any time.
5. I am required to abide by all rules and regulations of the employer. I understand, also, that I must be willing and able to demonstrate commitment to Pathway to Hope's mission, vision, statement of faith, core operational values and core beliefs in the execution of position responsibilities.
6. Completing this form does not indicate there is an available position and does not obligate the Company to hire me.

Signature of Applicant	Date
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Pathway to Hope – Foundational Principles

Vision Statement

Create a culture of life in our community that is so strong that abortion becomes unthinkable, regardless of legality.

Mission Statement

Pathway to Hope is called to create a culture where life is the only choice – through trusting and compassionate relationships, equipping individuals with resources, and strengthening dignity.

Core Values

Truth – God is the author of life and life begins at conception. We’ve been called to protect the lives of the unborn. While we are always willing to change the way we do things in order to grow and improve, we will never waiver from this truth. We will live this out in all we do and speak.

Servanthood – We’ve been called to represent His kingdom on Earth. Whether it’s our time, talent, or treasure, all are used to protect His perfect creation. God has gifted each of us in different ways and has called us together to fit the overall mission of Pathway to Hope.

Community – We were designed for community. As a team we operate with good communication, Biblical conflict resolution, and honesty. In the same way, we seek to build community with those we serve.

Compassion – With compassion, love, and uncommon grace, we seek to serve our clients by meeting them where they are. We do this through trusting and compassionate relationships, equipping individuals with resources, and strengthening dignity.

Prayer – Engaging with God empowers us to act with conviction and rest fully in His truths. We resist fear and actively endeavor to increase our trust in Him, His ways and His plans, for we know He goes before us.

Statement of Faith

We believe in one God...Father, Son, and Holy Spirit. (Matt 3:16-17)

We believe that God is the author and creator of Life, and that Life begins at conception. (Genesis 1:27, Isaiah 43:7, Psalm 139:13-16)

We believe that God loved us so much that He sent his son to die for us so that we can live with Him eternally. (John 3:16-17, Romans 5:8)

We believe in the greatest commandment – love God, love people. (Matt 22:36-39)

We believe in the great commission – sharing the gospel and developing disciples. (Matt 28:19-20)



Pathway to Hope Code of Conduct Policy

This Pathway to Hope Code of Conduct Policy is to clarify conduct expectations of Pathway to Hope's employees, volunteers (including Board of Directors), and individuals considering employment with Pathway to Hope ("Pathway"). These guidelines may be modified, substituted, replaced, or changed by Pathway for any reason.

Pathway to Hope is a Christian organization. All employees and volunteers of Pathway to Hope represent Pathway and, more importantly, the Gospel of Jesus Christ, in their work as well as in their private lives.

Pathway to Hope exists as a fellowship of Christians across a wide variety of denominations and church traditions whose members adhere to a common Statement of Faith. While Pathway offers its help to people in need, regardless of their religious beliefs, employees and volunteers of Pathway cannot separate who they are from what they do and seek to work in a manner that draws people to Christ. Words clarify the meaning of our deeds and deeds verify the integrity of our words about Jesus Christ.

Throughout all of life, in word and deed, employees and volunteers of Pathway must be committed to glorifying God and displaying His love in the person of His Son Jesus Christ. We seek to value and honor and abide by biblically-sound standards that bring honor to God and one another. We desire to model behavior that is consistent with our Christian commitment and witness, calling others to a life-changing commitment in the name of Christ.

It is impossible for Pathway to identify every form of behavior that we understand the Bible defines as acceptable or unacceptable to our God. Therefore, we have provided the following guidelines in an effort to clarify expectations and assist employees, volunteers, and candidates in deciding whether or not Pathway to Hope is the right place for them to serve the Lord.

Guidelines and Standards

1. How can I know what Pathway considers "biblically-sound standards" and behavior "consistent with our Christian commitment and witness"?

Pathway to Hope acknowledges that "all have sinned and fall short of the glory of God and are justified freely by His grace through the redemption that came by Christ Jesus." (Romans 3:23-24). Pathway is not looking for "perfect" human beings, but repentant followers of Jesus. Indeed, when we sin, we must repent and turn from our sin because ongoing and unrepentant sin is not acceptable to God. We recognize that singling out certain behaviors as unacceptable requires drawing a line based on the determination of whether that particular behavior is: disruptive in the workplace, reflects poorly on the name of Christ or Pathway's reputation, distracts us from our core mission, compromises the safety of oneself or others, or is likely to be offensive or off-putting to our donors and/or ministry partners. Christians may sincerely reach different conclusions on some behaviors; but for this private organization, the Executive Director and Board of Directors of Pathway discern and establish the standards to be upheld by employees and volunteers. Rather than trying to itemize behavioral "do's and don'ts," employees and volunteers should consider the following biblical guidelines:

A. Does this behavior, wherever engaged in, glorify God? Does it cause others to praise your Heavenly Father? Is it worthy of Jesus Christ?

See Matthew 5:16; Colossians 1:9-12; I Corinthians 10:31-11:1; Ephesians 4:22-24

B. ***Does it build up other Christians and encourage love and good deeds?***

See Hebrews 10:23-25; Ephesians 4:1-3; 15-16; Ephesians 5:3-4; Colossians 3:15-17; Ephesians 4:29

C. ***Is it loving?***

See John 13:34-35; Ephesians 5:1-2; Galatians 5:13

D. ***Does it advance truth and truthfulness?***

See I John 1:5-7; 3:18; Ephesians 4:25; 2 Timothy 2:15

E. ***Is it good stewardship, i.e., a responsible way to use God-given time, talent, and resources?***

See I Peter 4:10; Ephesians 2:10; Colossians 3:23-24

F. ***Is this behavior consistent with the teachings of Scripture?***

See Philippians 1:27; Titus 2:11-12; Galatians 5:22-25; Romans 13:13-14; Matthew 19:4-5; Proverbs 26:20; I Corinthians 6:9-10; 6:12-13; 17-19; Philippians 4:8

2. Does Pathway have the right to have such standards that address my behavior outside of, as well as during, my work hours?

Yes, it does, under decades of well-established law. A church or religious association, such as Pathway to Hope has the right to consider religious criteria in employment matters, according to judicial interpretations of the religious freedom guarantee in the First Amendment to the U.S. Constitution as well as several federal statutes (including the Civil Rights Act of 1964). This includes the right to set and apply (for employees, volunteers, and job applicants) standards of conduct that are based on sincere religious belief.

3. Do Pathway's standards apply to my private relationships or conduct outside of the workplace?

Yes. We are Christian 24/7, not just while we are in the office. While Pathway seeks to respect the privacy of its employees and volunteers, one's life away from work is an important component of one's witness as a Christian. As a Christian organization, Pathway expects biblically faithful conduct both inside and outside the workplace. Such conduct reinforces the center's core mission, instead of distracting from it.

We expect employees and volunteers to conduct themselves honorably in their private lives. Any behavior inside or outside the workplace which becomes disruptive in the workplace, reflects poorly on the name of Christ or Pathway's reputation, distracts from our core mission, compromises the safety of oneself or others, or is likely to be offensive or off-putting to our donors and/or ministry partners, may be grounds for discipline or dismissal.

Examples of these behaviors include, but are not limited to:

- 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 Pathway, a co-worker, or a vendor;
- sexual conduct outside the biblical covenant of marriage between a man and a woman;
- malicious gossip; foul language and unwholesome speech of any kind;
- physical aggression, fighting or threatening violence, etc.

Pathway expects that all individuals who accept an offer of employment with Pathway, or enter into a volunteer relationship with Pathway, will try to the best of their abilities to conduct themselves according to these expectations. Pathway reserves the right to define acceptable conduct for Pathway's employees and volunteers and to separate from any individual who fails to comply with these expectations.



Pathway to Hope Employee Commitment

I acknowledge that Pathway to Hope is a Christian ministry that requires that all employees to uphold Christian moral standards in the entirety of their lives.

I commit and pledge that:

1. I have accepted Jesus Christ as my personal Savior and Lord. I seek to pursue spiritual maturity through the practice of spiritual disciplines, being led by the Holy Spirit, and regular involvement in a Christian church.
2. I have read, understand, and I am in full agreement with Pathway to Hope's *Statement of Faith, Mission, Vision, Code of Conduct Policy*, and applicable principles.
3. I believe that God values all human life, from fertilization until natural death, and as our Creator, He has a plan and purpose for all people, including the unborn. Therefore, I reject abortion as a morally acceptable option.
4. I accept the responsibility to act as an advocate for women and men visiting Pathway to Hope as clients; offering them alternatives to abortion, including accurate information, compassionate emotional support, and spiritual guidance, consistent with the *Commitment of Care and Competence* upheld by Care Net and Pathway to Hope.
5. Per my agreement to the Confidentiality Policy, I will keep ALL information concerning clients in STRICT CONFIDENCE, according to the policies of Pathway to Hope, including after I leave employment with Pathway to Hope.
6. I will uphold all policies and procedures established by the Board of Directors.
7. Recognizing that, as an employee with Pathway to Hope, 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 Pathway to Hope, a co-worker, or a vendor;
 - sexual conduct outside the Biblical covenant of marriage between a man and a woman;
 - malicious gossip; foul language and unwholesome speech of any kind;
 - physical aggression: fighting or threatening violence.

I have received, read, and understand Pathway to Hope's Staff Handbook. I agree that (a) it exists to inform me about Pathway to Hope's policies and to assist me in doing my job; (b) it does not constitute an employment contract; (c) it does not confer rights on any employee; (d) it is subject to change at any time; and (e) it is the confidential property of Pathway to Hope.

I further acknowledge that my employment with Pathway to Hope is on an at-will basis and may be terminated by myself or Pathway to Hope at any time, with or without cause.

Employee Name (printed)

Employee Signature

Date

ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK FORM

[IMPORTANT – PLEASE TYPE OR PRINT CLEARLY]

Employer - Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Subject – Legal Name –First _____ MI: _____ Last: _____

Maiden or Alias Names Used: _____

Social Security Number*: _____ Date of Birth*: _____

Driver License Number: _____ Driver License State: _____

Current Street Address: _____

City: _____ State: _____ Zip Code: _____

*Required solely for background screening purposes and will not be used as hiring criteria.

NOTICE AND ACKNOWLEDGMENT

[IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING]

NOTICE REGARDING BACKGROUND INVESTIGATION

Employer may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by **Clear Investigative Advantage LLC, 11330 Legacy Dr, Suite 307, Frisco, TX 75033, Tel: 888-242-2503** or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing Employer to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **Clear Investigative Advantage** or another outside organization acting on behalf of Employer, and/or Employer itself. I agree that a facsimile ("fax") or photographic copy of this Authorization shall be as valid as the original.

New York applicants only: Upon request, you will be informed whether or not a consumer report was requested by the Employer, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the Employer by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law.

New York City applicants only: You acknowledge and authorize the Employer to provide any notices required by federal, state or local law to you at the address(es) and/or email address(es) you provided to the Employer.

Washington State applicants only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company ☐

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by Employer at no charge whenever you have a right to receive such a copy under California law ☐

Signature: _____

Print Name: _____

Date: _____

Clear Investigative Advantage, LLC | www.CIAresearch.com | support@CIAresearch.com

Toll free: 888-CIA-2503 | Local: 214-382-2727 | Fax: 214-382-2732







Confidential Reference

Applicant Name:		Phone:		
Reference Name:		Phone:		
Address				
How long have you known the applicant?				
In what capacity?				
How well do you know the applicant?				
<input type="radio"/> Close/Personal	<input type="radio"/> Very Well	<input type="radio"/> Fairly Well	<input type="radio"/> Slightly	
	Outstanding	Competent	Needs Improvement	Unable to Judge
Emotional Maturity				
Spiritual Maturity				
Communication Skills				
Listening Skills				
Compassion for Individuals				
Ability to Keep Confidences				
Kindness				
Humility				
Commitment				
Patience				
Ability to Accept Criticism				
Teach ability				
Dependability				
Initiative				
Grooming/Appropriate Dress				

Confidential Reference --Continued**Please comment on the applicant's gifts and desire to serve:****Please comment on the applicant's commitment to Christ and his/her lifestyle:****What is the applicant's greatest strength:****What is the applicant's greatest weakness:****Do you have any further comments regarding the applicant's potential as a volunteer?**☐ **This applicant receives my highest recommendations.**☐ **I recommend this applicant with confidence.**☐ **I recommend this applicant with some reservations.**☐ **I would not recommend this applicant to volunteer at Pathway to Hope.****Signature:****Date****If you are a pastor or church leader, please give title and name of church:****Please return as soon as possible to:****Pathway to Hope
202 S Monument Ave
Hamilton, OH 45011
Attention: Executive Director**







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