

**EMPLOYMENT APPLICATION**



*The mission of Bridgehaven Pregnancy Support Center is to empower choices for life through Christ-centered education and support.*

Name: \_\_\_\_\_ Position Sought \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_  
Number and Street City State Zip code

Phone # \_\_\_\_\_ Are you over 18 years old? \_\_\_Yes \_\_\_No

Email Address \_\_\_\_\_

Are you legally eligible for employment in the United States? *(If offered Employment, you will be required to provide documentation to verify eligibility.)* \_\_\_ Yes \_\_\_ No

**Education:**

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

School \_\_\_\_\_

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

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

Major \_\_\_\_\_ Degrees Earned (Date) \_\_\_\_\_

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

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

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

Address \_\_\_\_\_ Position/Duties \_\_\_\_\_

Telephone \_\_\_\_\_ Salary \_\_\_\_\_

Supervisor name \_\_\_\_\_ Reason for leaving \_\_\_\_\_

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

Address \_\_\_\_\_ Position/Duties \_\_\_\_\_

Telephone \_\_\_\_\_ Salary \_\_\_\_\_

Supervisor name \_\_\_\_\_ Reason for leaving \_\_\_\_\_

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

Address \_\_\_\_\_ Position/Duties \_\_\_\_\_  
Telephone \_\_\_\_\_ Salary \_\_\_\_\_  
Supervisor name \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**Please provide information about any additional skills, special training, memberships in the local community, volunteering commitments, or areas of interest that have not already been covered. You may add a separate page if more space is needed.**

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**General Information:**

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

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

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To what extent is your support system behind your desire to assume this role at Bridgehaven?

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Have you ever counseled a woman who was considering an abortion? Yes \_\_\_\_\_ No \_\_\_\_\_

(Explanation) \_\_\_\_\_

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How would you rate yourself in the following areas:

a. Knowledge of how abortions are performed/methods used to perform abortions.

excellent \_\_\_\_\_ good \_\_\_\_\_ fair \_\_\_\_\_ poor \_\_\_\_\_

b. Knowledge of the existing laws regulating abortion.

excellent \_\_\_\_\_ good \_\_\_\_\_ fair \_\_\_\_\_ poor \_\_\_\_\_

c. Knowledge of abortion risks, emotional and physical.

excellent \_\_\_\_\_ good \_\_\_\_\_ fair \_\_\_\_\_ poor \_\_\_\_\_

**Based on the job description, please elaborate on any of the criteria that you feel most closely match your greatest strengths, skills and/or experience:**

Are you uncomfortable with any aspect of the Bridgehaven's Mission Statement, Statement of Faith, or Core Values? (Attached)  
\_\_\_\_\_ yes \_\_\_\_\_ no

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

**Background Information:**

What is a Christian? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Give a brief statement about how you came to know Christ as your personal Savior and Lord.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do Christian values impact your every-day life? Please be specific.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide the following information about your church:

Church Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Senior Pastor: \_\_\_\_\_

Denominational ties, if any: \_\_\_\_\_

How is God using you in your current church? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How would you characterize your devotional life? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References:**

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

Name	Address	Phone #	Years Acquainted	Relationship
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I certify that the facts set forth in this employment application are true and complete to the best of my knowledge, and I authorize Bridgehaven Pregnancy Support Center to verify their accuracy and to obtain reference information on my work performance and character. I recognize personal social media accounts may be screened and background check will be required. I understand that, if employed, any falsified statements or omissions of material information on this application may lead to my prompt dismissal. If I am offered and accept employment, I agree to fully adhere to the policies and rules of my prospective 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 my prospective employer or I will have the right to terminate any such employment at any time with or without notice or cause.

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

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**For Office Use Only**

Date Application Submitted: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Date Began at the Bridgehaven: \_\_\_\_\_

Date Left Bridgehaven: \_\_\_\_\_

Comments:



## Statement of Faith

1. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and 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 in power and glory.
2. We believe the Bible to be the only infallible word of God in all matters of faith and practice.
3. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
4. We believe in the present ministry of the Holy Spirit by who's indwelling the Christian is enabled to live a Godly life.
5. We believe in the resurrection of both the saved and the lost; they that are saved unto eternal life with God, and they that are lost unto judgment and separation from God.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
7. We believe in the sanctity of human life as set forth in the scriptures.

*"For you created my inmost being; you knit me together in my mother's womb. I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well. My frame was not hidden from you when I was made in the secret place. When I was woven together in the depths of the earth, your eyes saw my unformed body. All the days ordained for me were written in your book before one of them came to be." (Psalm 139.13-16)*

*"Yet you brought me out of the womb; you made me trust in you even at my mother's breast. From birth I was cast upon you; from my mother's womb you have been my God." (Psalm 22:9-10)*

I have read the Statement of Faith, and my signature below indicates my understanding.

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Signature

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Date



### **Christ Centered**

Our goal is that clients would encounter Jesus in their interaction with Bridgehaven staff and volunteers as we live out grace and truth, meeting our clients where they are.

Our leadership endeavors to follow God's vision for the ministry and trusts that He will work through His people to provide the resources necessary for its continuance.

### **Spiritually & Scripturally Grounded**

We embrace the message and authority of God's word over our lives. We depend on Christ and His word for strength, wisdom and truth to equip us to empower choices for life. We are committed to personal and corporate growth through pressing more deeply into God. Through time in prayer and scripture, we seek to understand and carry out the implications of the gospel in every facet of our lives. Further, Bridgehaven is committed to the biblical definition of marriage, specifically between one man and one woman.

### **Client Focused**

We are committed to those we serve. We act as advocates to support our clients in making healthy choices that will enrich their lives today and in the future. We approach each client in a nonjudgmental manner without a personal agenda. We endeavor to offer compassionate and comprehensive support and accurate information. Our goal is to love each client well.

### **Life Honoring**

We believe that every life is created in the image of God with inherent value and dignity, and that God has a plan and purpose for every person's life, including preborn life. We believe that abortion ends the life of a child and degrades the dignity of all human life, including the lives of the mother and father. Thus, we are committed to promoting a culture of life both with our clients and within the greater community.

I have read the Core Values, and my signature below indicates my understanding.

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**Signature**

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**Date**



## EMPLOYEE ACKNOWLEDGEMENT AND PLEDGE

I acknowledge that Bridgehaven is a Christian ministry which requires that all employees subscribe to its Statement of Faith and Core Values and which further requires that all employees uphold Christian morals and standards within their daily lives. Accordingly, I pledge as follows:

1. I acknowledge Jesus Christ as my personal Savior and Lord and is a cornerstone in our mission and services.
2. During the time I am employed with Bridgehaven, I agree to regularly attend a Christian church.
3. During the time I am employed with Bridgehaven, I will consistently seek to live in adherence with the ministry's values.
4. I recognize the teachings of the Bible and the fact that this ministry is committed to proclaiming a message of sexual abstinence. I will, while employed at Bridgehaven, refrain from encouraging and/or endorsing such behavior with any patients/clients/partners/donors, etc.
5. I acknowledge the sanctity of human life as taught in the Bible. Therefore, I understand this ministry rejects abortion as an acceptable option for any woman facing an unplanned pregnancy, except to save the life of the mother in some cases (e.g. tubal pregnancy).

I also acknowledge that I have read and understand Bridgehaven's Statement of Principle and will at all times uphold it, as well as all policies and procedures established by the Board of Directors.

I accept the responsibility to act as an advocate on behalf of the men, women and children to whom I minister; to give accurate information, emotional support, and spiritual guidance. **ALL INFORMATION CONCERNING CLIENTS WILL BE KEPT IN STRICTEST CONFIDENCE, INCLUDING AFTER I LEAVE MY EMPLOYMENT WITH Bridgehaven.**

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

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Signature

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Date



**Bridgehaven**  
pregnancy support center  
**Confidentiality Guidelines**

Bridgehaven serves people in a variety of ways. In each setting, confidentiality is of **utmost importance**. Each time a person enters the office or calls for information, he or she can be assured that all discussions are strictly confidential. The following guidelines must be considered to be of extreme importance by all staff and volunteers of Bridgehaven.

1. No one may have access to the business area of the office without special permission from the director. This includes the use of telephones. (Clients may use the client phone outside the conference room.)
2. No one may have access to records, files, correspondence, or staff knowledge of individuals without special permission from the director.
3. No information about a client is to be given to anyone but that client.
4. Written consent from the clients must be obtained for Release of Information in a referral situation.
5. An attempt must be made to conceal clients' names in the reception/business areas when other clients are present.
6. Client files or intake forms must **never** leave the office.

To emphasize this further, the following will help you understand *when confidentiality is broken*:

1. When any information of any kind concerning a client is given over the phone to anyone without written consent of that client.
2. When test results are given over the phone. (It is impossible to have identification of an individual on the phone.)
3. When a client is called by name in front of other people.
4. When a client is in the waiting room and someone comes into the office that he/she knows. This is not controllable, but get the clients separated into the two rooms as soon as possible. Never meet with them together unless they request it.
5. When staff tell about their "day at the office" and use the client's name.
6. When a client sees other client's names on forms or the schedule book. *Keep client forms up on top of a file cabinet when they are not in your hands or the client's hands. Keep the schedule book covered.*
7. When anyone is given access to anything in the files in any way, without the director's permission.

**I have read the Confidentiality Guidelines. My signature below indicates my understanding and acceptance of these policies. I further understand that failure to keep confidentiality is a serious breach of trust.**

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Signature

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Date