



## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

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

Date Available: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Are you 18 years or older? YES  NO

Have you ever been convicted of a felony? YES  NO

If yes, explain:

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other Training or Degrees:

## References

Please list at least two employment references and at least two personal references (including your pastor).

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

## Previous Job Experience

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities:

From:

To:

Reason for Leaving:

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities:

From:

To:

Reason for Leaving:

May we contact your previous supervisor for a reference?

YES

NO

Company:

Phone:

Address:

Supervisor:

Job Title:

Starting Salary:\$

Ending Salary:\$

Responsibilities:

From:

To:

Reason for Leaving:

May we contact your previous supervisor for a reference?

YES

NO

**Additional Information**

What is the reason for seeking employment with Hope Rising?

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

This organization is a pro-life Christian ministry. We believe that our faith in Jesus Christ empowers us, enables us, and motivates us to provide crisis pregnancy services in this community. Please write a brief statement about how your faith would affect your work, if hired.

### **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 my prospective employer to verify their accuracy and to obtain reference information on my work performance and character. I give permission to my prospective employer to conduct a criminal background check to the extent that the position for which I am applying may involve interaction with minors. 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 made based upon such information. 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.*

*I further certify that I have read and that I am in full agreement with Hope Rising Pregnancy Center's Statement of Faith and Statement of Principle.*

*I certify that my answers are true and complete to the best of my knowledge.*

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



### Commitment Form

I acknowledge that Hope Rising is a Christian ministry which requires that all employees subscribe to its Statement of Faith and applicable principles and which requires that all employees uphold Christian moral standards in the entirety of their lives.

Accordingly, I commit and pledge that:

1. I have accepted Jesus Christ as my personal Lord and Savior.
2. I have read, understand, and I am in full agreement with all of the Corporate Statements and Corporate Policies of Hope Rising.
3. I believe in the sanctity of human life as taught in the Holy Scriptures. Because human beings are made in the image of God from their earliest moments of existence, I reject abortion as a morally acceptable option of convenience for any pregnancy. Instead, I will offer to women and men visiting Hope Rising accurate information, compassionate emotional support, and spiritual guidance.
4. During the time I am employed with Hope Rising, I agree to regularly attend a Christian church.
5. During the time I am employed with Hope Rising, I will consistently live my life in a way that upholds Christian moral standards, including, but not limited to, refraining at all times from:
  - a. substance or alcohol over-use or abuse;
  - b. harassment of any type;
  - c. child or spousal abuse or neglect;
  - d. theft, fraud, embezzlement, corruption, bribery, misappropriations, or inappropriate removal or possession of property belonging to Hope Rising, a co-worker, or a vendor;
  - e. sexual conduct outside the biblical covenant of marriage between a man and a woman;
  - f. malicious gossip;
  - g. physical aggression: fighting or threatening violence; etc.
6. I accept responsibility to act as an advocate on behalf of people to whom I minister under the auspices of Hope Rising. I will keep ALL information concerning clients in STRICT CONFIDENCE, according to the policies of Hope Rising, including after I leave employment with Hope Rising.
7. I have received, read, and understand Hope Rising employee handbook. I agree that
  - a. it exists to inform me about Hope Rising 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 it is the confidential property of Hope Rising

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

I regularly attend \_\_\_\_\_ Church.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Core Values

### **PREAMBLE**

Hope Rising is a Christ-centered outreach organization. Our ultimate purpose is to utilize our God-given talents and gifts to honor Jesus Christ by caring for and educating individuals regarding pregnancy related issues.

### **UNIQUENESS OF HUMAN LIFE**

We believe that all human life is sacred created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged and every other stage or condition from conception through natural death. We are therefore called to defend, protect and value all human life. (Ps 139) We demonstrate this belief through the respect, care and accurate information we offer to all clients served.

### **PURITY**

We believe marriage is exclusively the union between one man and one woman\*. We further believe faithfulness in marriage is the expression of God's design for sexual fulfillment. Therefore, we promote pre-marital abstinence with our clients and in community-based education.

### **RESPONSIBILITY**

We promote personal responsibility by teaching biblical principles and equipping individuals with practical life skills. Organizationally, we are committed to a continual improvement process.

### **COMPASSION**

The core embodiment of our organization is to provide loving concern for clients in a safe, non-judgmental atmosphere. We encourage our clients by addressing their practical, emotional and spiritual needs with honesty, empathy and unconditional love. Our organizational focus is to make a positive difference in the lives of others.

### **INTEGRITY**

We are individuals who uphold the standards of honesty and trust. We are accountable to manage financial and material resources in a wise and productive manner. We strive to achieve these principals with personal conduct that honors God, earning us a name worthy of trust by clients and community alike.

### **CLIENT-FOCUSED**

We are dedicated to meeting the needs of our clients. We serve them by providing confidential services at no cost. We are committed to support each client by coming alongside them in friendship to see the possibilities and opportunities God has for them and their children.

\*man and a woman – as demonstrated/revealed/shown at birth

## Moral Conduct Policy

This document describes the expectations for moral conduct for the employees and volunteers of Hope Rising. The expectations pertain to all persons currently employed by or volunteering at Hope Rising, and may be useful to inform those considering future employment with Hope Rising of what is expected of them.

### POLICY

Hope Rising seeks to be an organization that bases its values, beliefs, policies, and actions on the whole truth of Scripture. Therefore, all staff and volunteers understand that they are representatives of Hope Rising, and more importantly, representatives of our Lord Jesus Christ. For this reason, the organization believes that how employees and volunteers conduct themselves, both at work, and away from the work environment, is relevant to their continued ministry with Hope Rising. Hope Rising exists as a fellowship of Christians across a wide variety of denominations and church traditions whose staff members and volunteers sign a common Statement of Faith. While Hope Rising offers help to people in need, regardless of their religious beliefs, employees 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, deeds verify the integrity of our words about Jesus Christ, and signs are the acts of God in the midst of what we do and speak.

Through all of life, in word and deed, Hope Rising staff and volunteers must be committed to glorifying God and witnessing to His love in the person of His Son Jesus Christ. We seek to value and honor our staff and volunteers through abiding 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 Hope Rising 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. Our hope is that these guidelines will help clarify expectations for those wanting to minister at Hope Rising.

### *Guidelines and Standards*

#### **1. How can I know what Hope Rising considers “biblically-sound standards” and behavior “consistent with our Christian commitment and witness”?**

Hope Rising 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). Hope Rising 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 Hope Rising’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 Board of Directors and Executive Director of Hope Rising discern and establish the standards to be upheld by employees and volunteers. Rather than trying to itemize behavioral “do’s and don’ts,” personnel should consider the following Biblical guidelines:<sup>1</sup>

- 1) ***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; 1 Corinthians 10:31-11:1; Ephesians 4:22-24]
- 2) ***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]
- 3) ***Is it loving?*** [See John 13:34-35; Ephesians 5:1-2; Galatians 5:13]
- 4) ***Does it advance truth and truthfulness?*** [See 1 John 1:5-7; 3:18; Ephesians 4:25; 2 Timothy 2:15]
- 5) ***Is it good stewardship, i.e., a responsible way to use God-given time, talent and resources?*** [See 1



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

- 6) ***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; 1 Corinthians 6:9-10; 6:12-13; 17-19; Philippians 4:8]

**2. Does Hope Rising 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 Hope Rising, has the right to consider religious criteria in ministering matters, according to judicial interpretations of the religious freedom guarantee in the First Amendment to the U.S. Constitution as well as a number of federal statutes (including the Civil Rights Act of 1964). This includes the right to set and apply to job applicants and employees' standards of conduct that are based on sincere religious belief.

**3. Does Hope Rising 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 physical location of our work. While Hope Rising 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, Hope Rising expects biblically-faithful conduct both inside and outside the ministry. Such employee 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 of the workplace which becomes: disruptive in the workplace, reflects poorly on the name of Christ or Hope Rising'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 Hope Rising, a co-worker, or a vendor
- sexual conduct outside the biblical covenant of marriage between a man and a woman \*
- malicious gossip
- physical aggression: fighting or threatening violence; etc.

Hope Rising expects that all individuals who minister with Hope Rising will try to the best of their abilities to conduct themselves according to these expectations. Hope Rising reserves the right to define acceptable conduct for Hope Rising staff and volunteers and to end the ministry of any individual who fails to comply with these expectations.

*\*man and a woman – as demonstrated/revealed/shown at birth*

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<sup>1</sup> Scripture verses mentioned in this policy are quoted in full in Attachment 1 of this document. Unless otherwise noted, Scripture is quoted from the New International Version.

## Statement of Faith

### The Bible

The Bible, being fully inspired by God in its entirety, is His perfect Word and is the only authority for all faith and life. (Psalm 119:89; Ephesians 6:17; 2 Timothy 3:16-17; Hebrews 1:1-2; 2 Peter 1:19-21)

### God

There is one God, eternally existent in three Persons, Father, Son, and Holy Spirit. (Acts 6:4; Genesis 1:1-2; Deuteronomy 28:19; John 1:1-3; Romans 1:20; 2 Corinthians 13:14; Ephesians 2:18; Colossians 1:15-16; Hebrews 11:3; Revelation 1:4-6, 4:4)

### Jesus Christ

Jesus is true God and true man, was born of the virgin Mary, lived a sinless life, died in our place on the cross, and rose bodily from the grave. He ascended into heaven and sat down at the right hand of the Father, where He, the only mediator between God and man, continually makes intercession for His own. (Matthew 1:18-24, 24:37-44; John 1:1-3; Romans 8:34; 1 Corinthians 15:3-4, 51-58; 1 Thessalonians 4:14-17; Hebrews 9:24; Revelation 14:11-16)

### Holy Spirit

The Holy Spirit is a Divine person who convicts people of sin, regenerates, indwells, and empowers the believer, dispensing spiritual gifts and developing holiness. (John 3:5-6; 14:16-17; 16:8-11; 1 Corinthians 12:12-13; Ephesians 1:13-14)

### Humanity

All men are sinful and lost and can be saved only by grace through faith in the shed blood of the Lord Jesus Christ. (Genesis 1:26; 2:17; John 5:40; Romans 3:9-10, 19-23; 6:23; Ephesians 2:1-3; 1 John 3:8)

### Human Destiny

The resurrection of the dead includes all men – the believer to life everlasting and the unbeliever to eternal condemnation. (John 5:28-29; 2 Corinthians 5:8; Philippians 1:23; 2 Thessalonians 1:7-10; Rev. 20:11-15)

### Salvation

Salvation comes to us only by grace through faith in Jesus Christ, apart from any human merit. (John 1:12; 5:24; 6:37-44; Romans 3:20, 27-28; 5:1-8; 10:9-10; 13:1; 1 Corinthians 1:29-31; 6:19-20; Ephesians 2:8-10; Colossians 1:13-14; 2 Timothy 1:9; Titus 3:4-5; 1 Peter 1:3-5; 1 John 2:19; Jude 1:24)

### The Church

The Church who is the body of Jesus Christ, for which He will bodily return, is comprised of all who have accepted the redemption provided by Him. The presence of Jesus Christ by the Holy Spirit in the believer will result in a life of personal holiness and a walk of obedience to the will of God. (Matthew 16:18-19; 28:18-20; Acts 2:41-47; 13:1-3; 20:28; Ephesians 1:22-23; 4:1-16; 5:25-27; Colossians 1:17-18; Hebrews 10:25; 1 Peter 5:1-2)

For purposes of Hope Rising's faith, doctrine, practice, policy and discipline our Board of Directors is Hope Rising's final interpretive authority on the Bible's meaning and application.

Every associate of Hope Rising (staff, board, volunteers and intercessors), affirm these statements to be true. We respond to these truths, in part, through our service at Hope Rising.

## STATEMENT OF PRINCIPLE

Hope Rising is an outreach ministry of Jesus Christ through His church. Therefore, Hope Rising, embodied in its staff and volunteers, is committed to presenting the gospel of our Lord to women with crisis pregnancies, both in word and in deed. Those who labor as Hope Rising board members, staff and volunteers are expected to know Christ as their personal Lord and Savior.

Hope Rising is committed to providing its clients with accurate and complete information about both prenatal life and abortion.

Hope Rising is committed to integrity in dealing with clients, earning their trust and providing promised information and services. Hope Rising denounces any form of deception in its corporate advertising or individual conversations with clients.

Hope Rising is committed to helping women carry to term by providing emotional support and practical assistance. Through the provision of God's people and the community, women may face the future with hope and plan constructively for themselves and their babies.

Hope Rising never discriminates in providing services because of race, color, religion, gender, sexual orientation, political affiliation, disability, age, or national and ethnic origin.

Hope Rising never advises, provides, or refers for abortion or abortifacients.

Hope Rising offers assistance free of charge at all times.

Hope Rising is committed to creating 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.

Hope Rising is committed to the healing process of those suffering from the physical, emotional, and spiritual consequences of abortion.

Hope Rising is committed to promoting God's design for sexuality and supports the biblical concept of abstinence outside of marriage and faithfulness within marriage.

Hope Rising does not provide counseling for contraceptives or refer its clients for contraceptives or contraceptive services. (Married women seeking contraceptive information should be urged to seek counsel, along with their husbands, from their pastor and physician.)

Hope Rising recognizes the validity of adoption as one alternative to abortion, but is not biased toward any life-saving alternative. It is independent of adoption agencies, relating to them in the same manner as other helpful referral sources. It receives no payments of any kind from these agencies, does not enter into contractual relationships with them, and does not share combined office space. It neither initiates nor facilitates independent adoption.

Hope Rising is committed to the practice of non-violent opposition to abortion in both word and deed.

All Board members, staff and volunteers are in agreement with and committed to all corporate statements and policies and have signed the relevant commitments.