

# Haven Center

## Application For Employment



*This application and the information provided in it will be reviewed by qualified Haven Center staff only and will remain confidential.*

Note: This form is intended for use in evaluating your qualifications for employment. It is not an employment contract. Please answer all questions completely and to the best of your ability. False or misleading statements are grounds for refusal or termination of employment. Applicants are considered without regard to race, color, national origin, gender, age, disability, marital status, veteran status, citizenship, or any other characteristic protected by law in all employment decisions.

### PERSONAL DATA

Last Name		First Name		Middle Name/Initial	
Home Address (Number, Street, PO Box, Apt/Suite)			City		State ZIP
Home Phone (with area code)		Cell Phone (with area code)		E-mail Address:	
May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you currently authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of eligibility will be required upon employment)	
Is additional information relative to a change of name, use of an assumed name, or nickname necessary to check on your employment record? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, provide name(s) used.					

### POSITION APPLIED FOR

Position Desired		Type of Position <input type="checkbox"/> Staff <input type="checkbox"/> Other (explain)		Salary Expectation	
What date are you available?		How did you find out about Haven Center?			
Why would you like to be involved with Haven Center?					
Are you willing to work directly with patients? <input type="checkbox"/> Yes <input type="checkbox"/> No					
IF YES, please describe your expectations.					

### EDUCATION – If diploma/degree received under a different name, please provide: \_\_\_\_\_

School	Name of School / Issuing Agency - City & State Where Located	Degree Received	Did you Graduate?	Date Degree Received	Major & Minor Fields of Study
High School or equivalent			N/A	Leave Blank	DO NOT COMPLETE FOR HIGH SCHOOL
College					
College					
Other					

**WORK HISTORY**

<b>PRESENT/LAST EMPLOYER</b>  Is this present employment?  <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, may we contact?  <input type="checkbox"/> Yes <input type="checkbox"/> No	Company Name and Street Address		From (month/year)	To (month/year)
	City & State Where Located	Phone No. (with area code)	Type of Business	
	Position Title	Reason for Leaving	Are you eligible for re-hire? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Name of Supervisor	Title of Supervisor	Supervisor's Phone No. (with area code)	
<b>2ND PREVIOUS EMPLOYER</b>	Company Name and Street Address		From (month/year)	To (month/year)
	City & State Where Located	Phone No. (with area code)	Type of Business	
	Position Title	Reason for Leaving	Are you eligible for re-hire? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Name of Supervisor	Title of Supervisor	Supervisor's Phone No. (with area code)	
<b>3RD PREVIOUS EMPLOYER</b>	Company Name and Street Address		From (month/year)	To (month/year)
	City & State Where Located	Phone No. (with area code)	Type of Business	
	Position Title	Reason for Leaving	Are you eligible for re-hire? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Name of Supervisor	Title of Supervisor	Supervisor's Phone No. (with area code)	
<b>4TH PREVIOUS EMPLOYER</b>	Company Name and Street Address		From (month/year)	To (month/year)
	City & State Where Located	Phone No. (with area code)	Type of Business	
	Position Title	Reason for Leaving	Are you eligible for re-hire? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Name of Supervisor	Title of Supervisor	Supervisor's Phone No. (with area code)	

**PROFESSIONAL AND / OR ADDITIONAL QUALIFICATIONS**

Please describe any other relevant experience, skills or abilities you have that you believe may be relevant to your ministry at Haven Center. This may be volunteer/ ministry experience, occupational training, public speaking, etc.	
Do you have any professional memberships, certificates or licenses that may be relevant to this position? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please list.	
Has professional license ever been revoked or suspended? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, state reason(s), date of revocation/suspension and date of reinstatement.

**REFERENCES**

Involvement with Haven Center requires three references, one from your current pastor, one from a person who knows your work history and one from a person who knows you well and for longer than a year. References cannot be an immediate family member.

Please note you are responsible for getting the Reference Forms (located at the end of this Application) to the people who will complete the forms on your behalf. Please ask them to return the Reference Forms directly to the Haven Center as soon as possible.

Please list the three people who will be completing the Reference Forms for you.

Name	Employer	Relationship	Years Known	Contact Information (include area code)
		Pastor		Daytime Phone: Evening/Cell: E-mail:
		Professional		Daytime Phone: Evening/Cell: E-mail:
		Personal		Daytime Phone: Evening/Cell: E-mail:

**MISCELLANEOUS**

Name of Church Currently Attending	City/State
Have you had any personal experiences with abortion or adoption?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, please explain.	

**CRIMINAL HISTORY**

<p><b>Have you ever been convicted of a crime or violation other than a minor traffic infraction?</b>                  Conviction of a crime is not an absolute disqualification for employment. Factors such as the type and seriousness of the offense, frequency of violations, applicant's age at the time of the conviction and the date of conviction or time elapsed since the conviction or completion of any sentence in addition to other job-related criteria are considered in all employment decisions.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain below the circumstances surrounding such offense, including place, date, court, etc.</p>

<p><b>DRUG-FREE WORKPLACE ACT COMPLIANCE:</b> Haven Center complies with the Drug-Free Workplace Act. As a condition of your employment, you will be asked to participate in drug screening. If you refuse such screening or test positive (evidence of drug usage) you will not be offered employment or such offer will be withdrawn.</p> <p><b>AMERICANS WITH DISABILITIES ACT COMPLIANCE:</b> Haven Center fully subscribes to the provisions of the Americans With Disabilities Act and will attempt in its employment process to make any reasonable accommodations necessary to assist qualified persons with disabilities.</p>
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I certify that I have read and understand the "Note" on Page 1 of this application and that the information furnished herein and during the application process is true, complete, and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts will result in refusal to hire or, if hired, will result in my dismissal at any time regardless of when false answers or omissions are discovered. I understand that Haven Center may share the information contained in this application with other Haven Center employees for employment and administrative purposes and hereby consent to such transfer. I hereby authorize Haven Center to conduct any necessary investigation regarding my background as it relates to the position I am seeking and to the extent permitted by federal, state, and local law and will complete the requisite authorization forms for the background investigation. I agree to submit to legally permissible pre-employment testing upon request by Haven Center and recognize that the results of these tests may be used to determine my employment or continued employment. I recognize that this employment application is not an offer of employment.

In consideration of employment, I agree to conform to the rules and regulations of Haven Center and I understand that no representative of Haven Center has any authority to enter into any agreement, oral or written, for employment for any specified period of time or to make any agreement or assurances contrary to Haven Center's policy.

<b>APPLICANT'S SIGNATURE</b>	<b>DATE</b>
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Volunteer's Name \_\_\_\_\_

**Please read the following statements carefully and thoughtfully. To be involved with Haven Center, you are expected to know and adopt these, as well as perform your role in accordance.**

**Vision Statement:** Haven Center envisions a world where, by learning the truth and grace of Jesus Christ, men and women facing unplanned pregnancy choose life.

**Mission Statement:** Haven Center exists to give men and women facing an unplanned pregnancy the knowledge, resources, and compassion necessary to choose life.

### **Statement of Faith**

- We believe the Bible to be the inspired, infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- 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.
- We believe that all of humanity is in need of salvation through Jesus Christ.
- We believe in the present ministry of the Holy Spirit by who's indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.
- We believe that God is the author of life and has a plan for each life, therefore, we do not provide or refer for abortions.

### **Statement of Principle**

1. Haven Center is an outreach ministry of Jesus Christ through His Church. Therefore, Haven Center, is committed to presenting the gospel of our Lord, both in word and deed, to women and men in unplanned pregnancies. Haven Center board members, directors, and volunteers are expected to know Christ as their Savior and Lord.
2. Haven Center is an affiliate of Heartbeat International and we hold ourselves to the highest possible standards regarding accuracy, confidentiality, legal and regulatory requirements, and financial management.
3. Haven Center's client information is held in strict and absolute confidence as required by South Dakota law.
4. Haven Center is committed to providing its clients with medically accurate and complete information about pregnancy, fetal development, lifestyle issues and related concerns. We seek to empower our clients in their decision-making process by offering information about all pregnancy-related options. This includes medically accurate information about abortion, a realistic and thorough examination of parenting and adoption, and access to ultrasound.

Volunteer's Name \_\_\_\_\_

5. Haven Center is committed to integrity in dealing with clients, earning their trust, providing promised information and services, and avoiding any form of deception in its corporate advertising or individual conversations. Clients always receive open and honest answers.
6. Haven Center is committed to assisting women to carry to term by providing emotional support and practical assistance. Through the provision of God's people and community at large, women face the future with hope and plan constructively for themselves and their baby.
7. Haven Center never discriminates in providing services because of race, color, religion, disability, national origin, age, veteran status, citizenship, marital status or any other characteristic protected by law, of its clients.
8. Haven Center never advises, provides, or refers for abortion or abortifacients, but we are committed to offering medically accurate information about abortion procedures and associated risks.
9. Haven Center offers assistance free of charge at all times.
10. Haven Center 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.
11. Haven Center does not refer single women for contraceptives. The value of sexual integrity will be emphasized with single clients when discussing the topic of birth control. Health issues relevant to various forms of birth control may be addressed with single and married clients. When a married client requests contraceptive services, she will be referred to a physician.
12. We are committed to assisting our clients in choosing between adoption and parenting without bias toward either option. Haven Center is independent of adoption agencies, relating to them in the same manner as to the other helpful referral sources. Haven Center receives no payment of any kind from these agencies, does not enter into contractual relationships with them, and does not share office space with them. Adoption agencies are not established under the guidance of Haven Center. Haven Center neither initiates nor facilitates independent adoption.
13. We are committed to offering support to those facing unplanned pregnancy or struggling with a past abortion experience without judgment or condemnation.
14. Haven Center provides a safe environment by screening all volunteers and staff interacting with clients.
15. All of our staff, board members, and volunteers receive appropriate training to uphold the standards listed in the Statement of Principle.

If you have variance or questions concerning any part of the Mission, Values, Strategy or Positional Statements, please state them below:

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**Signature of Agreement and Commitment to Haven Center’s Mission, Values & Strategy**

Having carefully read the Mission, Values & Strategy, I, the undersigned, agree that:

- I will uphold the Mission, Values, and other Positional Statements of Haven Center.
- I will uphold the Positional Statements as stated.
- I have included any questions, concerns or differences as I presently have them.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Return the completed application and above commitment to: Haven Center

PO Box 65 Watertown, SD 57201

info@havencentersd.org



# Pastoral Reference Form

Applicant's Name: \_\_\_\_\_

The above named individual has applied for a staff position with Haven Center. We would appreciate a confidential statement from you concerning the applicant's conformity to the qualities listed below and their expected ability to carry out their duties for Haven Center.

*PLEASE NOTE: As part of our application process, after receiving this reference form from you, a Haven Center staff person may be contacting you to discuss the applicant's involvement with the ministry.*

How Long Have You Known the Applicant? \_\_\_\_\_

In What Capacity Do You Know the Applicant? \_\_\_\_\_

**Desired Qualities:** As part of Haven Center, the applicant will work for or with women and men who may be facing the decisions of an unplanned pregnancy. Some of the qualities desired in staff are:

- A genuine commitment to Jesus Christ as Savior and Lord of their life.
- A willingness to give of themselves with compassion to the women and men they will serve.
- Dependability and responsibility to perform their role and corresponding activities with excellence.

**Your comments concerning the applicant's conformity to the qualities listed above:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please check the best rating for the areas listed.**

	Below Average	Average	Above Average
Dependability	_____	_____	_____
Spiritual Maturity	_____	_____	_____
Communication Skills	_____	_____	_____
Initiative	_____	_____	_____

If you indicated "Below Average" to any of the qualities listed above, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Your Name \_\_\_\_\_ Church \_\_\_\_\_

Address \_\_\_\_\_

Phone (day) \_\_\_\_\_ (evening) \_\_\_\_\_

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

**Please mail this form to:**  
Haven Center  
PO Box 65  
Watertown, SD 57201  
Email: [info@havencentersd.org](mailto:info@havencentersd.org)





# Professional Reference Form

Applicant's Name: \_\_\_\_\_

The above named individual has applied for a staff position with Haven Center. We would appreciate a confidential statement from you concerning the applicant's conformity to the qualities listed below and their expected ability to carry out their duties for Haven Center.

*PLEASE NOTE: As part of our application process, after receiving this reference form from you, a Haven Center staff person may be contacting you to discuss the applicant's involvement with the ministry.*

How Long Have You Known the Applicant? \_\_\_\_\_

In What Capacity Do You Know the Applicant? \_\_\_\_\_

Dates of Applicant's Employment? \_\_\_\_\_

**Please check the best rating for the areas listed.**

	Below Average	Average	Above Average
Dependability	_____	_____	_____
Attendance	_____	_____	_____
Communication Skills	_____	_____	_____
Initiative	_____	_____	_____
Ability to Work Independently	_____	_____	_____
Self-Starter	_____	_____	_____

If you indicated "Below Average" to any of the qualities listed above, please explain:

\_\_\_\_\_  
\_\_\_\_\_

If applicant no longer works with you, is he/she eligible for rehire? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain: \_\_\_\_\_

Your Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_

Phone (day) \_\_\_\_\_ (evening) \_\_\_\_\_

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

**Please mail this form to:**

Haven Center  
PO Box 65  
Watertown, SD 57201  
Email: [info@havencentersd.org](mailto:info@havencentersd.org)



# Personal Reference Form

Applicant's Name: \_\_\_\_\_

The above named individual has applied for a staff position with Haven Center. We would appreciate a confidential statement from you concerning the applicant's conformity to the qualities listed below and their expected ability to carry out their duties for Haven Center.

*PLEASE NOTE: As part of our application process, after receiving this reference form from you, a Haven Center staff person may be contacting you to discuss the applicant's involvement with the ministry.*

How Long Have You Known the Applicant? \_\_\_\_\_

In What Capacity Do You Know the Applicant? \_\_\_\_\_

**Desired Qualities:** As part of Haven Center, the applicant will work for or with women and men who may be facing the decisions of an unplanned pregnancy. Some of the qualities desired in staff are:

- A genuine commitment to Jesus Christ as Savior and Lord of their life.
- A willingness to give of themselves with compassion to the women and men they will serve.
- Dependability and responsibility to perform their role and corresponding activities with excellence.

**Your comments concerning the applicant's conformity to the qualities listed above:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please check the best rating for the areas listed.**

	Below Average	Average	Above Average
Dependability	_____	_____	_____
Spiritual Maturity	_____	_____	_____
Communication Skills	_____	_____	_____
Initiative	_____	_____	_____

If you indicated "Below Average" to any of the qualities listed above, please explain:

\_\_\_\_\_

\_\_\_\_\_

Your Name \_\_\_\_\_ Church \_\_\_\_\_

Address \_\_\_\_\_

Phone (day) \_\_\_\_\_ (evening) \_\_\_\_\_

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

**Please mail this form to:**  
 Haven Center  
 PO Box 65  
 Watertown, SD 57201  
 Email: [info@havencentersd.org](mailto:info@havencentersd.org)