

Haven Center

Volunteer Application



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 a volunteer position at Haven Center. 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 volunteer role. 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 decisions.

PERSONAL DATA

Last Name		First Name		Middle Name/Initial	
Home Address (Number, Street, PO Box, Apt/Suite)			City		State ZIP
Phone (with area code)	E-mail Address:			Are you 18 years of age or older? Yes No	
Is additional information relative to a change of name, use of an assumed name, or nickname necessary to check on your employment record? Yes No If YES, provide name(s) used.					

MISCELLANEOUS

How did you find out about Haven Center?		
Why would you like to be involved with Haven Center?		
Name of Church Currently Attending		City/State
Have you had any personal experiences with abortion or adoption? Yes No Prefer Not To Answer		
If YES, please explain.		

AREAS OF INTEREST – Please check the roles you are interested in

<u>Patient Resources</u>	<u>Medical Services</u>	<u>Parenting</u>	<u>Additional Support</u>
<input type="checkbox"/> Advocate	<input type="checkbox"/> Sonographer / Nurse	<input type="checkbox"/> Earn While You Learn Advocate	<input type="checkbox"/> Clerical / Office
<input type="checkbox"/> Post Abortion Support	<input type="checkbox"/> Other (explain)	<input type="checkbox"/> Meals Ministry	<input type="checkbox"/> Cleaning Team
<input type="checkbox"/> Other (explain)		<input type="checkbox"/> Photography Team	<input type="checkbox"/> Prayer Team
		<input type="checkbox"/> Other (explain)	<input type="checkbox"/> Other (explain)
Are you willing to work directly with patients? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please describe your expectations.			

AVAILABILITY & FREQUENCY – Please check the appropriate days and times you expect to be available to serve.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						
Evening						
Frequency	<input type="checkbox"/> Multiple times per week		<input type="checkbox"/> Once a week		<input type="checkbox"/> Every-other week	
	Other (please explain)					

NOTE: Volunteer positions are expected to be for a period of at least one year following training. Although schedules during this time may change, Haven Center is asking for a minimum commitment of one year. If you are unable to make this commitment, please indicate reasons in the space below.

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? Yes No

Has professional license ever been revoked or suspended? Yes No	If YES, state reason(s), date of revocation/suspension and date of reinstatement.
---	---

REFERENCES

Involvement with Haven Center requires two references, one from your current pastor 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 two people who will be completing the Reference Forms for you.

Name	Employer	Relationship	Years Known	Contact Information (include area code)
		Pastor		Phone: E-mail:
		Personal		Phone: E-mail:

CRIMINAL HISTORY

Have you ever been convicted of a crime or violation other than a minor traffic infraction?
 Conviction of a crime is not an absolute disqualification for volunteering. 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 volunteer decisions.

Yes No If yes, please explain below the circumstances surrounding such offense, including place, date, court, etc.

AMERICANS WITH DISABILITIES ACT COMPLIANCE: Haven Center fully subscribes to the provisions of the Americans With Disabilities Act and will attempt in its process to make any reasonable accommodations necessary to assist qualified persons with disabilities.

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 a refusal to be considered for a volunteer position or dismissal of the volunteer position 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/board members for 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 recognize that this application is not an offer of employment or guarantee of a volunteer position.

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 any specified period of time or to make any agreement or assurances contrary to Haven Center's policy.

VOLUNTEER'S SIGNATURE	DATE
------------------------------	-------------

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:

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

Volunteer's Name: _____

The above named individual has applied for a volunteer 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 volunteer to work for or with women and men who may be facing the decisions of an unplanned pregnancy. Some of the qualities desired in volunteers 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



Personal Reference Form

Volunteer's Name: _____

The above named individual has applied for a volunteer 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 volunteer to work for or with women and men who may be facing the decisions of an unplanned pregnancy. Some of the qualities desired in volunteers 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