



Dear Applicant,

Thank you for your interest in serving with First Choice Clinic. We are always seeking to recruit and select qualified applicants in all areas of our non-profit ministry. Please read the following information about the Mission, Vision and the Statement of Faith of First Choice Clinic.

First and foremost, a personal relationship with Jesus Christ as Savior and Lord is a requirement for any applicant.

First Choice Clinic is a part of an international network of pregnancy clinics that share the common mission of bringing compassionate help and hope by ministering to women and men who are unprepared for pregnancy. To present sexual integrity until marriage as a positive lifestyle for singles. To provide opportunity for healing and restoration to those who have been hurt by the loss of a child to abortion, miscarriage or early infant death, who have been hurt by sexual trauma and abuse or misuse, and to present a relationship with Jesus Christ.

All staff, whether volunteer or employee, in positions of direct contact with clients are subject to investigation including criminal background and reference checks as well as training to assure reasonable fitness to perform duties required.

Persons with authority to recruit and select staff shall follow all selection and screening procedures to verify the qualifications of each applicant under consideration.

### ***Mission Statement***

To educate and empower our community to make healthy life affirming choices.

### ***Vision Statement***

To see those the Lord brings to us brought into a saving relationship with the Lord Jesus Christ. To create a community that acknowledges the truth of God's plan for the sanctity of life, sovereignty of marriage and family, His promises of provision, restoration and healing through His Son, Jesus Christ.

### ***Statement of Faith***

Our standards require that all staff and volunteers agree with a Statement of Faith affirming their belief in the most basic of Christian tenets.

1. We believe in one God eternally existing in three persons: Father, Son and Holy Spirit.
2. We believe in God the Father, whose creation reveals His unparalleled power and whose love extends to every person even before each is born.
3. We believe in the deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His atoning death on the cross in our place, in His bodily resurrection, in His ascension to the right hand of the Father, and in His future personal return in power and glory.
4. We believe that human beings are created in God's image, but because of human sins against God, that image was defaced and fellowship with God was broken.
5. We believe that God has demonstrated His love for lost and sinful humanity, in that while we were yet sinners, Christ died for us. We believe that the Holy Spirit convicts us of sin and leads us to experience God's salvation through faith in Jesus Christ as Savior and Lord, who alone reconciles us to God and who is restoring God's image in us.
6. We believe in the ongoing ministry of the Holy Spirit, who empowers us to live godly lives and to express our personal faith in good works.
7. We believe in life after death of both the saved and the lost; the saved to dwell in God's presence forever, and the lost to exist without God.

8. We believe that the Bible is the inspired, infallible, and uniquely authoritative Word of God, and our guide to faith and life.
9. We believe in the Body of Christ, which by the Holy Spirit is bound together in spiritual unity and sent out in gifted diversity to accomplish Christ's mission in the world.

This Statement of Faith was developed by an interdenominational task force, consisting of Christians describing themselves as Evangelicals, Catholics, and Protestants of various denominations all involved in one pregnancy clinic and was taken from the Govern Well, Board Manual of Heartbeat International. First Choice Clinic is an affiliate of Heartbeat International.

### ***Code of Christian Conduct***

*"...set an example for believers (and unbelievers) in speech, in life, in love, in faith, and in purity." (I Timothy 4: 12b)*  
*"Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ." (Phil 1:27)*

1. We are conscious of the fact that everything we do, directly or indirectly, has the potential to reflect upon FCC as a whole.
2. We conduct ourselves at all times with openness, forthrightness, and honesty in dealing with people and organizations, both internally and externally.
3. We hold ourselves to the highest possible standard of conduct, always striving to avoid even the appearance of impropriety.
4. All of our communications are truthful, honest, and accurately describe the services we offer.
5. We operate in accordance with all applicable laws.
6. We respect confidentiality and only disclose information as required by law or as otherwise authorized by the client/patient.
7. We treat others with kindness, compassion and in a caring and courteous manner.
8. We oppose abortion and believe in the sanctity of life from the moment of conception to natural death.
9. We oppose all forms of abortifacients.
10. We give accurate information about pregnancy, fetal development, lifestyle issues, and related concerns.
11. We do not offer, recommend or refer for abortions or abortifacients, but we are committed to offering accurate information about abortion procedures and risks.
12. We believe the Bible is the authoritative Word of God and provides guidance for our lives.
13. We believe in chastity outside of marriage and fidelity within. We believe in the sanctity of marriage between one man and one woman as taught in the Bible. Therefore, all staff and volunteers commit to a lifestyle of sexual purity, and will refrain from engaging in any sexual relationships outside the bonds of Christian marriage.
14. All Board members, staff, volunteers and other representatives of FCC shall agree with FCC's Statement of Faith, profess Jesus Christ as Lord and Savior, hold a solid prolife position on abortion and live a lifestyle consistent with biblical values.
15. All "conflict of interest" relationships will be avoided with Board members, staff, suppliers, those we serve, and other organizations with whom we deal, unless disclosed and approved.
16. No one will accept gifts or favors which might influence the performance of their responsibilities.

### ***Our Commitment of Care***

1. Clients are served without regard to age, race, income, nationality, religious affiliation, disability or other arbitrary circumstances.
2. Clients are treated with kindness, compassion and in a caring manner.
3. Clients always receive honest and open answers.
4. Client pregnancy tests are distributed and administered in accordance with all applicable laws.
5. Client information is held in strict and absolute confidence. Releases and permissions are obtained appropriately. Client information is only disclosed as required by law and when necessary to protect the client or others against imminent harm.
6. Clients receive accurate information about pregnancy, fetal development, lifestyle issues, and related concerns.
7. We do not offer, recommend or refer for abortions or abortifacients, but are committed to offering accurate information about abortion procedures and risks.
8. All of our advertising and communications are truthful and honest and accurately describe the services we offer.
9. We provide a safe environment by thoroughly screening all staff interacting with clients.
10. We are governed by a board of directors and operate in accordance with our articles of incorporation, by-laws, and mission statement.
11. We comply with applicable legal and regulatory requirements regarding employment, fundraising, financial management, taxation, and public disclosure, including the filing of all applicable government reports in a timely manner.
12. All of our staff receive proper training to uphold these standards.

### ***Equal Employment Opportunity Policy***

Due to the very nature of our ministry, we require our staff to be professing Christians and experiencing a daily walk with Christ. All staff must subscribe to FCC's Statement of Faith, Code of Christian Conduct, Commitment of Care, and Mission and Vision Statements.

FCC's Executive Director will be responsible for the recruitment and selection process of all staff. Final candidates for any position with direct client contact shall be required to submit to any pre-employment testing or background checks.

FCC is an equal opportunity employer. This means that FCC will not discriminate against any applicant, and will enforce its employment policies without regard to race, color, gender, nationality, ancestry, age, marital status, physical or mental disability, veteran's status, or any other status protected by law. However, FCC is exempt as a religious organization under Title VII and therefore, FCC has the right to hire only candidates who agree with FCC's Statement of Faith, profess Jesus Christ as their Lord and Savior, hold a solid prolife position on abortion and live a lifestyle consistent with biblical values.

# FIRST CHOICE CLINIC

## Application



Please circle type of position you are seeking.      Volunteer      Paid

APPLICANT INFORMATION													
Last Name			First			M.I.		Date					
Street Address					Apartment/Unit #								
City				State		ZIP							
Phone			E-mail Address										
Date Available			Social Security No.			Desired Salary							
Position Applying for													
Are you a citizen of the United States?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Have you ever held a position with this company?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?						
Have you ever been convicted of a felony?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain						
EDUCATION													
High School			Address										
From	To	Did you graduate?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree						
Post-Secondary			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						
REFERENCES													
<i>Please list three persons not related to you that you have known for at least two years. Please include your Pastor.</i>													
Full Name				Relationship									
Company				Phone									
Address													
Full Name				Relationship									
Company				Phone									
Address													
Full Name				Relationship									
Company				Phone									
Address													

**PREVIOUS EMPLOYMENT**

Company		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/> NO <input type="checkbox"/>

Company		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/> NO <input type="checkbox"/>

Company		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/> NO <input type="checkbox"/>

**MILITARY SERVICE**

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

**ADDITIONAL INFORMATION**

1. What is your reason for seeking a position here? \_\_\_\_\_  
\_\_\_\_\_

2. Do you consider yourself a Christian? \_\_\_\_\_ Yes    \_\_\_\_\_ No  
If yes, how long have you been a Christian? \_\_\_\_\_

3. As a Christian, what is the basis of your salvation? \_\_\_\_\_

4. Please provide the following information concerning your local church.

Church Name \_\_\_\_\_ Denomination \_\_\_\_\_

Address \_\_\_\_\_

Pastor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Positions you have served \_\_\_\_\_

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

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

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

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

7. Have you ever counseled a woman considering an abortion?    \_\_\_Yes    \_\_\_No

Explanation \_\_\_\_\_

8. Have you had any experiences relating to abortion?    \_\_\_Yes    \_\_\_No

Explanation \_\_\_\_\_

9. Have you ever know a pregnant single woman? \_\_\_\_\_ Yes \_\_\_\_\_ No

Explanation \_\_\_\_\_

10. Under what circumstances would you consider abortion as an alternative for a woman with an unplanned pregnancy?

\_\_\_\_\_ Never an option

\_\_\_\_\_ In case of rape or incest

\_\_\_\_\_ In cases where the mother's life was in extreme peril

\_\_\_\_\_ In cases of extreme psychological distress

\_\_\_\_\_ Other (please specify

\_\_\_\_\_

11. Please list any books, films, or other materials that you have read or viewed that relate to abortion, pregnancy, or alternatives to abortion.

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12. How do you rate yourself in the following areas?

- a. Knowledge of abortion methods                      \_\_\_ Excellent \_\_\_ Good \_\_\_ Fair \_\_\_ Poor
- b. Knowledge of current laws concerning abortion                      \_\_\_ Excellent \_\_\_ Good \_\_\_ Fair \_\_\_ Poor
- c. Knowledge of what the Bible teaches about abortion                      \_\_\_ Excellent \_\_\_ Good \_\_\_ Fair \_\_\_ Poor

13. Are you currently or have you ever been involved in seeking to adopt a child?                      \_\_\_ Yes \_\_\_ No

Explanation \_\_\_\_\_

14. What do you consider to be your areas of strength?

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15. What do you consider to be your areas of weakness?

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16. Are there any particular personality types with whom you have difficulty working?

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**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge. I authorize First Choice Clinic to verify the accuracy and to obtain reference information concerning my character and capabilities. I release First Choice Clinic and any person or entity providing reference information from any liability relating to the provision of such information or relating to decisions made based on such information.

I give permission to conduct criminal background check to the extent that my duties may involve direct involvement with clients and/or minors.

If accepted as a member of First Choice Clinic whether as a volunteer or employee, I agree to fully adhere to its policies, rules, including those related to client confidentiality.

I recognize if accepted as a volunteer, I will serve a different role than that of employees and will not seek or expect to receive any compensation or other benefits in return for volunteer services I may provide for this ministry.

I further certify I have read and am in full agreement with First Choice Clinic's Mission Statement, Vision Statement, Statement of Faith and Commitment of Care.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date