

**A Place for Us Ministries & The Alcoves**  
Employment Application

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_

Email: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

What was your previous address? \_\_\_\_\_

How long at present address: \_\_\_\_\_ How long at previous address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Hours: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Hours: \_\_\_\_\_

Present Occupation: \_\_\_\_\_

Age: \_\_\_\_\_ DOB: \_\_\_\_\_ Single: \_\_\_ Married: \_\_\_ Divorced: \_\_\_ Widowed: \_\_\_

Do you have children? \_\_\_ How many and what are their ages: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State issued: \_\_\_\_\_ Expiration: \_\_\_\_\_

Do you have any current medical problems? \_\_\_\_\_

Are you eligible for employment in the US? **Yes/No**

Are you available for full time work? **Yes/No**

If not, what hours can you work? \_\_\_\_\_

When will you be available to begin work? \_\_\_\_\_

If you live outside of South Carolina, are you willing to relocate? \_\_\_\_\_

In the past ten years have you been convicted of a crime, arrested for a crime, or pled guilty or no contest?

**Yes/No**

If "yes", please give date and describe in full:

Have you ever been charged with a crime? \_\_\_\_\_

If yes, explain \_\_\_\_\_

Have you ever had experiences with alcohol or drug abuse including DUI and other criminal charges related to substances? \_\_\_\_\_

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

Have you ever been charged with sexual or physical abuse? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

**SKILLS**

Computer \_\_\_\_\_

Typing/Keyboard: \_\_\_\_\_

Other machines: \_\_\_\_\_

Foreign Language: \_\_\_\_\_

**EDUCATION**

Circle one

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

Diploma/GED

Business School: \_\_\_\_\_ Tel # \_\_\_\_\_

Diploma/Certificate

Trade/Technical: \_\_\_\_\_ Tel. # \_\_\_\_\_

Diploma/Certificate

College/University: \_\_\_\_\_ Tel. # \_\_\_\_\_

Associate/Bachelors Degree

Education/Training or licensing that would be helpful in your employment at A Place for Us:

\_\_\_\_\_

\_\_\_\_\_

**SPIRITUAL**

What year were you born again? \_\_\_\_\_ Is Jesus Lord of your life? \_\_\_\_\_

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

Address: \_\_\_\_\_ Pastor's name: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Years you have attended: \_\_\_\_\_

Are you Pro Life/ Pro Choice? \_\_\_\_\_ Why? \_\_\_\_\_

\_\_\_\_\_

**If Less Than Two Years in Current Church, List The Name of Your Previous Church:**

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

Address: \_\_\_\_\_ Pastor's name: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Year attended: \_\_\_\_\_

Please briefly describe your Christian experience regarding salvation, and any information you feel would be applicable to your position at this ministry:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever worked with troubled youth? \_\_\_\_\_

\_\_\_\_\_

Why do you want to work at A Place for Us Ministries? \_\_\_\_\_

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**EMPLOYMENT RECORD**

1) Company name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Employed: From \_\_\_\_ to \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

2) Company name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Employed: From \_\_\_\_ to \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

3) Company name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Employed: From \_\_\_\_ to \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

4) Company name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Employed: From \_\_\_\_ to \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

If there is a particular employer (s) you do not wish us to contact, please indicate which one (s) and reason (s): \_\_\_\_\_

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I authorize the places of employment listed above and my church to provide A Place for Us Ministries any and all information concerning my previous employment and any pertinent information they may have. Further, I release all parties from all liability for any damage that may result from use of such information by A Place for Us Ministries.

Signed \_\_\_\_\_

Please use this space to share with us any additional comments concerning your skills, abilities, or spiritual life that you believe would be important for us to know in making our decision.

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## A Place for Us Ministries, Inc. Core Values

### **A. Scripture- Isaiah 61**

### **B. Mission Statement-**

KeyWords-Compassion, Salvation, Families, Encouragement, Shepherding, Restoration, Stability

Committed to shepherding birth mothers, fathers, and their families through the challenging situation of a crisis pregnancy. Our efforts and activities are focused on leading, feeding, guiding, shielding, and restoring...just as a shepherd would his precious flock. (August 2001)

### **C. Vision Statement**

“A Place for Us” is a non-profit evangelical Christian ministry that exists to minister to the physical, spiritual and emotional needs of birth mothers and fathers facing crisis pregnancies. “A Place for Us” provides physical care in the form of a home for birth mothers and practical training related to homemaking and parenthood; spiritual care in the form of prayer support, Biblical counseling and teaching; and emotional care in the form of encouragement and compassion.

This is accomplished by:

- Leading them into better lifestyle choices through the help of mentorship.
- Feeding them the Word through daily devotions, weekly Bible studies, and church attendance.
- Guiding the birth mother, father, and their families through counseling.
- Providing counsel on single parenting, abstinence, adoption, anger management, and parenting skills.
- Shielding them with loving parental authority by staffing 24-hour houseparents to assist with daily activities and to provide stability.
- Seeking to bring unity between birth mothers, birth fathers and their families.
- Restoring or birthing an intimate relationship with Jesus Christ.
- Furthering their education.

### **D. Byline**

A life-affirming ministry offering refuge, grace, and guidance for an unplanned pregnancy.

## **E. Core Values**

1. Christ is the head and the Holy Spirit is the power that rules A Place for Us Ministries based on the foundation of the Word of God.
2. The God of all creation created every birth mother, birth father and the child within her for a divine purpose, uniquely appointed to that individual.
3. We commit to validate the authenticity of our byline, which offers refuge, grace, and guidance of an unplanned pregnancy.
4. God has called us to be a voice, speaking His word, and to be servants showing His unconditional love to those who are drawn to this ministry.
5. Integrity and faith are foundational as we walk responsibly in regard to the Lord, the community and all God ordained authorities.
6. We will pursue peace and the restoration of family relationships in order to preserve the unity of the Spirit in their lives.
7. The Board will seek to walk in unity of the Spirit using the Word of God as their guide with a focus on I Corinthians 13, James 3:16-18 and Matthew 18.

## **F. Financial Core Values**

1. This is a faith ministry created by divine call and dependent on God to do above and beyond that which we can see with the natural eye to accomplish the eternal goal set before A Place for Us Ministries.
2. As a ministry, we desire to walk in integrity and godly stewardship of the finances we receive, fulfilling our financial obligations to those who provide services or products to us in a timely manner.
3. We have a responsibility to work circumspectly and with integrity as we put forward a realistic budget and strategic plan. Designated giving will be used for its intended purpose.
4. Avoiding unnecessary purchase or expenses will be an everyday practice. As much as possible we will operate within or below set limits.
5. We will ensure donor's privacy and will not use manipulative or deceptive practices to raise funds.
6. The employees minister as they work for A Place for Us Ministries. We affirm them in the gifts and call of God on their lives. As they serve through speaking and consultation, customer service and working with donors and volunteers, they manifest Christ's love. The staff is worthy of honor, security and solid benefits.
7. Maintaining a posture of open-handedness and thankfulness to God, allowing Him to freely take and give to this ministry, as He so desires. All that we have and do is because He makes it possible.
8. We honor God by giving back in ministry, resources and funds. The principles of sowing at least 10% and reaping will ensure the longevity of this ministry and are a vital part of building a strong financial base.

# **A Place for Us Ministries, Inc Acknowledgment of Confidentiality**

As a Board member, volunteer or staff member of A Place for Us Ministries, I hold in high esteem the privacy of our young birthmothers. Any information that a birthmother shares is to be kept confidential and shared only among those that are deemed necessary and/or appropriate. I will guard against any conversation that would violate confidentiality by being very discrete about what I discuss within the ministry.

I will share with the staff any sensitive information for the welfare of the Home and the young woman involved. If a birthmother in the Home has a grievance it should be taken to the house parents. I am aware that certain information pertaining to internal matters should be maintained confidential.

I have been informed of the policy of confidentiality and my signature below indicates my understanding and my acceptance.

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Signature

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Date

