

Options for Women

Staff and Volunteer Job Application

This application and the information provided in it will be reviewed by qualified Options for Women staff only and will remain confidential.

1. Fill out Sections A through K of this application as completely as possible.
2. Provide the Pastoral and Personal Reference Forms to the persons completing them for you. (See Section F) (Ensure that your name and the position you are applying for, if known, is on the form.
3. Sign the application at the Signature of Agreement and Commitment section. (See Section K)
4. Sign and keep the Staff and Volunteer Service Commitments document.
5. Provide proof of necessary licenses or certifications, when applicable for the positions (for example, nurse).
6. Provide a Resume. Please include at least two professional references if applying for a paid staff position.
7. Return the completed application to Options for Women.

NOTE – If you need additional room for your answers to any of the questions, please write on the back of the page.

Your involvement in Options for Women, including training, can begin only after the complete Application, Resume, and Reference Letters are returned to Options for Women and reviewed by appropriate staff.

A) Demographic Information

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Business Phone _____

Email Address _____ Cell # _____

Where do you attend church? _____

In Emergency notify: _____ Ph# _____

Relationship: _____

In Emergency notify: _____ Ph# _____

Relationship: _____

B) Interest in Options for Women:

How did you hear about Options for Women?

Why would you like to be involved with Options for Women?

Are you interested in working directly with patients? Yes No

If Yes, please describe your expectations. _____

Are you interested in a staff position or a volunteer position? Staff Volunteer Either

C) Abortion & Adoption Experiences

Have you had any personal experiences with abortion or adoption? Yes No

If Yes, please describe. _____

D) Mission, Values, and Strategy

Please carefully read the Mission, Values, and Strategy statements below. To be involved with Options for Women you are expected to know and adopt the following, as well as perform your role accordingly.

Mission

To serve pregnant, at risk women and empower them to make healthy, life-affirming choices regarding pregnancy and sexual health, and transform their fear into confidence.

Values

- Fighting Spirit
- Relevance
- Accountability

Strategy

- Serve the right women (at risk)
- Reach those women at the right time (pregnant)
- Help those women in the right way (see them have their babies as the first step in the process of transformation)

E) Positional Statements

Please carefully read each of the four positional statements below. To be involved with Options for Women, you are required to sign an agreement to uphold each of the Positional Statements as stated. If

you cannot agree to any part of the statements, stop the application process at this point and speak with an Options for Women staff member. (Note – If you are not sure about your agreement or have a question about a statement, write this in the space at the end of this section and continue with the application.)

Abortion

1. It is our position that every abortion claims an innocent life.
2. We are painfully aware of the trauma surrounding pregnancies related to rape, incest, deformities of the developing child, and/or health risks to the mother. We exist, in part, to provide helpful intervention in such cases, but we do not find abortion to be either effective or morally acceptable as a method of reducing such trauma.
3. In those extremely rare cases where continued pregnancy is reasonably expected to precipitate the mother's immediate and literal death, we have been able to discover no clear biblical principle absolutely prescribing or recommending the act of abortion. In such cases, we encourage the parties involved to prayerfully consider the gravity of their decision and the merit of available alternatives. Furthermore, we commit ourselves to respect the decision of the parents and to provide whatever support is possible.

Birth Control

1. For far too long, "sex education" in our schools has concentrated on birth control instead of self-control. We believe that, so long as people engage in sexual relationships outside of marriage, there will continue to be great numbers of unplanned pregnancies, sexually transmitted diseases and broken lives.
2. Much of the difficulty encountered in confronting the problems of young adult promiscuity and pregnancy stems from a paradox engendered by the birth control establishment. Though young people are taught that sex outside of marriage is "no big deal," they sense its profound significance and so feel both permission and desire to become sexually active. This has produced ever-higher rates of young adult sexuality, pregnancy, abortion and disease – the very problems that expensive, tax-funded programs promised to prevent.
3. Options for Women is working to reach young adults with the less appealing but more truthful message that sex can only be safe and loving within the context of a permanent, marital relationship.
4. Our staff does not refer or provide patients with birth control.

Statement of Faith

We believe in God the Father almighty, creator of heaven and earth.

We believe in Jesus Christ, his only Son, our Lord.

He was conceived by the power of the Holy Spirit and born of the Virgin Mary.

He suffered under Pontius Pilate, was crucified, died, and was buried.

On the third day he rose again.

He ascended into heaven and is seated at the right hand of the Father.

He will come again to judge the living and the dead.

Statement of Principle

1. Options for Women is an outreach ministry of Jesus Christ through His church. Therefore, Options for Women is committed to presenting the gospel of our Lord to women in crisis pregnancies – both in word and in deed. In keeping with this purpose, those who serve the agency as board members, staff, and volunteers are expected to know Christ as their Savior and Lord.
2. Options for Women is committed to the highest degree of integrity in dealing with its patients, earning their trust, providing promised information and services, and avoiding any form of deception in its corporate advertising or individual conversations.

3. Options for Women offers assistance free of charge and does not discriminate on the basis of age, gender, marital status, race, or religious preference.
4. Options for Women provides accurate and complete information concerning prenatal development, abortion procedures and risks, and alternatives to abortion. Recognizing that abortion compounds human need rather than resolving it, this agency does not recommend, provide, or refer for abortions or abortifacients.
5. Options for Women is committed to meeting a woman's need at the point of decision regarding an unplanned or unwanted pregnancy. Through emotional support and practical assistance, women may face the future with hope, and plan constructively for themselves and their babies.
6. Options for Women supports adoption as an excellent alternative to abortion for women experiencing unplanned and unwanted pregnancies. A list of referrals to adoption agencies and attorneys is available for those who find parenting to be impossible at this stage of their lives. However, this organization does not initiate or facilitate adoption for our patients, nor do we receive payment of any kind from these agencies.
7. Options for Women provides accurate and complete information on birth control, distinguishing between methods that prevent conception and abortifacients, but does not provide or refer unmarried patients for birth control. Married couples seeking contraceptive information are encouraged to seek counsel from their pastor and physician.
8. Options for Women is committed to encouraging sexual abstinence among those who are single, and fidelity within a marriage relationship.

If you have any variance with any part of the four Positional Statements above or any questions about them, please state them below.

F) References

Involvement with Options for Women requires two references, one from your current Pastor and one from a person who knows you well and for longer than a year. The personal reference cannot be an immediate family member.

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.

Where do you attend church? _____

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

Pastor _____ Phone _____

Personal _____ Phone _____

Relationship to you _____

G) Relevant Experience & Skills

Please describe any experience you think may be relevant to working at Options for Women. This can be employment, volunteer experiences, occupational training, public speaking, etc.

Organization / Company	Job Title	Responsibilities
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please provide us with information about skills you may have. These can be office skills, computer skills, medical skills, counseling skills, etc.

H) Availability & Frequency

Please check the appropriate days and times you expect to be available.

		Days of Week						
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time	Morning							
	Afternoon							
	Evening							

Please circle the frequency you will be able to work.

Frequency Multiple times per week Once a week Every other week On Call (as you need me)

Other _____

NOTE – Although schedules during this time may change, Options for Women is asking for a minimum commitment of one year following training. If you are unable to make this commitment, please indicate reasons in the space below.

I) Area of Interest

Please circle the roles you are interested in.

Patient Resources	Medical Services	Advancement	Marketing	Office Support
Helpline	Nurse	Donor Relations Specialist	College Campus Marketing Coordinator	Receptionist
Receptionist	Sonographer	Church Relations Specialist	Graphic Designer	Clerical
Advocate	Prenatal Educator	Mailing Assistant	Focus Group Developer	Mailing Assistant
Abortion Recovery Specialist	Medical Supplies Acquisition	Data Entry Specialist	Demographic Researcher	Cleaning / Janitorial
Database Management	Reproductive Health Seminar Speaker	Database Development Specialist	Website Developer	Facilities Maintenance
Follow Up Team	Medical Services Follow Up Specialist	Grant Writing		Gardening

Other _____

J) Commitment to Standards and Non-Disclosure

Options for Women is committed to serving our patients and donors with the highest standard of professionalism. To do this, we require that all staff and volunteers agree to and commit to the standards listed below. Please read each of the standards carefully. We require that you adhere to these standards at all times during your involvement with Options for Women.

NOTE – If you have a question about a standard or feel that you may be unable to adhere to a standard, please indicate this in the space at the end of this section.

- I will know and responsibly work towards fulfilling Options for Women Mission and Strategy.
 - I will apply the values of Fighting Spirit, Relevance, and Accountability to my role and activities at Options for Women.
 - I will serve women and men in unplanned pregnancies and post-abortion counseling with care and compassion, speaking the truth in love through ministry and not manipulation. (For those in positions with patient contact.)
 - I will keep all patients' identities and life situations in strict confidence at all times.
 - I will keep all donors' identities and donations in strict confidence at all times.
 - I will keep all business operations, processes, methods, and documentation of Options for Women in strict confidence at all times.
 - I will comply with the Policies and Procedures established by Options for Women.
 - I will commit to serve in my position with Options for Women for at least one year, following training.
 - I will never refer or advise any woman to have an abortion.
 - I will uphold Options for Women policy on birth control, which is abstinence only for unmarried patients.
 - I will maintain my scheduled hours and to seek a qualified substitute when necessary.
 - I will be prepared for my scheduled duties and will remain responsibly engaged while performing my duties.
 - I will pray for the Options for Women staff, volunteers, and patients.
 - I will maintain any professional licenses and certifications required to perform services at center.
 - Questions or comments concerning the above Commitment to Standards and Non-Disclosure:
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K) Signature of Agreement and Commitment

Having carefully read and completed this Application, I, the undersigned, agree that:

- I have provided information that is accurate,
- I will uphold the Mission, Values, and Strategy of Options for Women
- I will uphold the Positional Statements as stated,
- I will uphold the Commitment to Standards and Non-Disclosure as stated, and
- I have included any questions, concerns, or differences as I presently have them.

Print Name _____

Signature/Date: _____

Below this point is for OFW management only.

Application Review

Check each item below when they are complete.

- Content of this Application has been reviewed and found to be complete and satisfactory.
- A Resume has been provided (with professional references if applying for a paid staff position).
- Questions, concerns, or differences the applicant has included in this Application have been discussed with the applicant.
- Both Reference Letters have been received and reviewed. (Not applicable for Advancement and Office Support positions.)
- Pastoral reference has been contacted for reference follow up. (Not applicable for Advancement and Office Support positions.)
- Proof of necessary licenses or certifications has been provided, when applicable for the positions (for example, nurse).
- The Signature of Agreement and Commitment has been signed by the applicant.
- The Staff and Volunteer Service Commitments document has been signed and given to the applicant.
- The applicant has been appropriately interviewed for the position requested or assigned.

Applicant Approval or Denial

Check the appropriate decision below after the Application Review is complete.

- The applicant is approved.
 - The applicant is asked to resolve some issues (described in the space below) and then apply again.
 - The applicant is denied. (Indicate reasons in space below.)
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-
-

Options for Women Management Signature

Print Name _____

Title _____

Signature _____

Date _____

Options for Women Pastoral Reference Form

Applicant's Name: _____ Position: _____

The above named individual has applied for a staff or volunteer position with Options for Women. Options for Women 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 Options for Women. Please include how long and in what capacity you have known the applicant.

PLEASE NOTE – As part of our application process, after receiving this reference form from you, an Option for Women staff person will be contacting you to discuss the applicant's involvement with Options for Women.

Desired Qualities – As part of Options for Women, the applicant will work for or with women who may be facing the decisions of an unplanned pregnancy. Some of the qualities desired in staff and volunteer 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 they will serve.
- Dependability and responsibility to perform their role and corresponding activities with excellence.
- An ability to uphold their commitments to the Mission, Values, and Policies of Options for Women.

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	_____	_____	_____

Your Name _____ Church _____

Address _____

Phone (day) _____ (evening) _____

Signature _____ Date _____

**Please mail or fax this form to: Options for Women
4435 Florida National Drive Lakeland, FL 33813 Fax: (863)797-8018
Attn: Application Process**

Personal Reference Form

Applicant's Name: _____ Position: _____

The above named individual has applied for a staff or volunteer position with Options for Women Services. Options for Women 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 Options for Women. Please include how long and in what capacity you have known the applicant.

Desired Qualities – As part of Options for Women, the applicant will work for or with women who may be facing the decisions of an unplanned pregnancy. Some of the qualities desired in staff and volunteer are:

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Initiative	_____	_____	_____

Your Name _____ Occupation _____

Address _____

Phone (day) _____ (evening) _____

Signature _____ Date _____

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4435 Florida National Drive Lakeland, FL 33813 Attn: Application Process
PHONE: (863) 682-5763 FAX: (863)797-8018**

Options for Women

Staff and Volunteer Service Commitments

This document is for you to retain and review as necessary as a reminder of your ongoing commitments to Options for Women.

Mission, Values, and Strategy

To be involved with Options for Women, you are expected to know and adopt the following, as well as perform your role accordingly.

Mission

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Values

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Strategy

- Serve the right women (at risk)
- Reach those women at the right time (pregnant)
- Help those women in the right way (see them have their babies as the first step in the process of transformation)

Positional Statements

To be involved with Options for Women, you are required to uphold each of the Propositional Statements as stated.

Please carefully read each of the four positional statements below. To be involved with Options for Women, you are required to sign an agreement to uphold each of the Positional Statements as stated. If you cannot agree to any part of the statements, stop the application process at this point and speak with a Options for Women representative. (Note – If you are not sure about your agreement or have a question about a statement, write this in the space at the end of this section and continue with the application.)

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both permission and desire to become sexually active. This has produced ever-higher rates of young adult sexuality, pregnancy, abortion and disease – the very problems that expensive, tax-funded programs promised to prevent.

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- I will be prepared for my scheduled duties and will remain responsibly engaged while performing my duties.
- I will pray for Options for Women staff, volunteers, and patients.
- I will maintain any professional licenses and certifications required to perform services at Options for Women.