



## EMPLOYMENT APPLICATION

**Employer:** Skylark Clinic, Inc.  
**Address:** 3548 Community Road, Brunswick, GA 31520  
**Telephone:** 912.264.0231  
**Fax:** 912.267.1537

### GENERAL INFORMATION

Applicant Name \_\_\_\_\_  
Physical Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_  
Email \_\_\_\_\_ DOB \_\_\_\_\_  
If Married, Spouse Name \_\_\_\_\_ Spouse DOB \_\_\_\_\_

### JOB POSITION

Position Applying For \_\_\_\_\_  
How did you hear about Skylark? \_\_\_\_\_  
Are you at least 18 years old?  Yes  No Are you legally eligible for employment in the United States?  Yes  No  
Have you ever been convicted of a crime other than a minor traffic offense (including while in the military)?  Yes  No

### APPLICANT EDUCATION + TRAINING

High School Name \_\_\_\_\_  
Years Completed  1  2  3  4 Diploma?  Yes  No

College Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Did you receive a degree?  Yes  No If yes, degree received \_\_\_\_\_

College Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Did you receive a degree?  Yes  No If yes, degree received \_\_\_\_\_

Other Training or Professional Designations:



## APPLICANT EMPLOYMENT HISTORY

Employer Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Job duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_ May we contact this employer?  Yes  No  
Employed from (MM/YY) \_\_\_\_\_ to \_\_\_\_\_ Previous Salary \_\_\_\_\_

Employer Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Job duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_ May we contact this employer?  Yes  No  
Employed from (MM/YY) \_\_\_\_\_ to \_\_\_\_\_ Previous Salary \_\_\_\_\_

Employer Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Job duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_ May we contact this employer?  Yes  No  
Employed from (MM/YY) \_\_\_\_\_ to \_\_\_\_\_ Previous Salary \_\_\_\_\_

Reason for Seeking Employment at Skylark:

Special Skills, Talents, Gifts:

This organization is a pro-life Christian ministry that promotes sexual abstinence until marriage among its staff, volunteers, and clients. We believe that our faith in Jesus Christ empowers us, enables us and motivates us to provide crisis pregnancy services in this community. Please write a brief statement about how your faith would affect your work if hired.



## REFERENCES

Please provide three references, including at least one employment reference and your pastor.

Name	_____		
Address	_____		
City	State	Zip	
_____	_____	_____	
Daytime Phone	Evening Phone		_____
_____	_____		_____
Relationship	Email		
_____	_____		

Name	_____		
Address	_____		
City	State	Zip	
_____	_____	_____	
Daytime Phone	Evening Phone		_____
_____	_____		_____
Relationship	Email		
_____	_____		

Name	_____		
Address	_____		
City	State	Zip	
_____	_____	_____	
Daytime Phone	Evening Phone		_____
_____	_____		_____
Relationship	Email		
_____	_____		

## APPLICANT CERTIFICATION + AGREEMENT

I certify that the facts set forth in this employment application are true and complete to the best of my knowledge, and I authorize my prospective employer to verify their accuracy and to obtain reference information on my work performance and character. I release my prospective employer and any person or entity providing such reference information from any and all liability relating to the provision of such information or relating to any employment decisions made based upon such information. I understand that, if employed, any falsified statements or omissions of material information on this application may lead to my prompt dismissal. If I am offered and accept employment, I agree to fully adhere to the policies, procedures, and rules of my prospective employer and the national affiliating agencies. However, I understand that neither the existence of such policies, procedures, and rules nor anything said during my interview process shall be deemed to create and express or implied employment contract. I understand that any employment that may be offered to me will be for an indefinite duration and on an at will basis. I understand that either I or my prospective employer will have the right to terminate any such employment at any time with or without notice or cause.

I further certify that I have read and that I am in full agreement with Skylark's Statement of Faith, Standards of Affiliation, Commitment of Care and Competence and have read and signed Skylark's Acknowledgement and Pledge.

\_\_\_\_\_  
Print Applicant Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



## ACKNOWLEDGEMENT AND PLEDGE

I acknowledge that Skylark is a Christian ministry which requires that all employees and volunteers subscribe to its Statement of Faith, Commitment of Care and Competence, Affiliation Agreement, and further requires that all employees and volunteers uphold Christian morals and standards within their daily lives. Accordingly, I pledge as follows:

1. I have accepted Jesus Christ as my personal Savior and Lord.
2. I have read the Statement of Faith of Skylark, and I am in full agreement.
3. I also acknowledge that I have read, understand, and agree with Skylark 's Affiliation Agreement and Commitment of Care and Competence and will at all times uphold it, as well as all policies and procedures established by the Board of Directors.
4. During the time I am employed or volunteer with Skylark, I agree to regularly attend a Christian church.
5. During the time I am employed with Skylark, I will consistently seek to live my life in a way that upholds Christian morals and standards.
6. Recognizing the commands of the Bible and the fact that this ministry is committed to proclaiming a message of sexual abstinence, I will, while employed or volunteering at Skylark, refrain from engaging in any sexual relationship outside the bonds of Christian marriage.
7. I will adopt preventative measures to assure these purity standards are met such as, but not limited to:
  - a. avoiding inappropriate sexual comments and actions
  - b. avoiding driving alone, sharing meals alone, and meeting alone with someone of the opposite sex to whom I am not married
  - c. avoiding living with someone to whom I am not married
8. I believe in the sanctity of human life as taught in the Bible. Therefore, I reject abortion as an acceptable option for any woman facing an unplanned pregnancy, except to save the life of the mother in some cases (e.g. tubal pregnancy).
9. I accept the responsibility to act as an advocate on behalf of the women to whom I minister; to give accurate information, emotional support, and spiritual guidance. All information concerning clients will be kept in strictest confidence, including after I leave my employment or as a volunteer with Skylark.
10. I further acknowledge that my employment and volunteerism with Skylark is on an at-will basis and may be terminated at any time, with or without cause.

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Print Applicant Name

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Applicant Signature

Date



## STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. 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.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential and that this salvation is received through faith in Jesus Christ as Savior and Lord and not as a result of good works.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life and to perform good works.
6. 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.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

Adapted from the National Association of Evangelicals' Statement of Faith.

## COMMITMENT OF CARE AND COMPETENCE

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 communication are truthful and honest and accurately describe the services we offer.
9. We provide a safe environment by screening all volunteers and 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 stated purpose and mission.
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. Medical services are provided in accordance with all applicable laws, and in accordance with pertinent medical standards, under the supervision and direction of a licensed physician.
13. All of our staff, board members, and volunteers receive appropriate training to uphold these standards.



## PREGNANCY CENTER STANDARDS OF AFFILIATION

1. The primary mission of the center is to share the truth and love of Jesus Christ in conjunction with a ministry to those facing pregnancy related issues. The pregnancy center is an outreach ministry of Jesus Christ through His church. Therefore, the pregnancy center, embodied in its volunteers, is committed to presenting the gospel of our Lord to women with crisis pregnancies — both in word and in deed. Commensurate with this purpose, those who labor as pregnancy center board members, directors, and volunteers are expected to know Christ as their Savior and Lord.
2. All board members, staff, and volunteers of the center agree with the Care Net STATEMENT OF FAITH, and uphold all of the principles and requirements set forth in Care Net’s COMMITMENT OF CARE & COMPETENCE.
3. The pregnancy center does not perform or refer for abortion and provides a written disclaimer to this effect to clients requesting services.
4. The pregnancy center offers assistance free of charge at all times.
5. The pregnancy center does not recommend, provide, or refer single women for contraceptives. (Married women seeking contraceptive information should be urged to seek counsel, along with their husbands, from their pastor and/or physician.)
6. The pregnancy center is committed to adopting and enforcing internal procedures to assure that abortion education is performed in a caring and compassionate manner with due respect for the emotional sensibilities of each client. Prior to usage by the center, client materials containing descriptions or depictions of abortion will be reviewed by a qualified medical professional (ex: physician, nurse) and determined to be medically accurate. Materials with graphic depictions of abortion or its results are not content appropriate when the primary effect of such materials is to shock rather than to educate. When using approved abortion education materials with clients, center personnel will always give specific warnings and obtain written client permission before showing any videos, brochures, or diagrams that contain any visual depictions of abortion or its results. No client will ever be asked, pressured or coerced to view abortion education materials which she or he has indicated a desire not to see.
7. The pregnancy center recognizes the validity of adoption as an alternative to abortion, but is not biased toward adoption when compared to the other life-saving alternatives. Pregnancy centers interacting with independent adoption agencies shall assure that referrals are made in a manner that fully protects the interests of clients and avoids any conflicts of interest. Adoption agencies may only be established under the auspices of centers if they meet strict standards to assure that pregnancy clients shall be served without any conflicts of interest.
8. The board hires and oversees a director, who implements board policy and manages center operations.
9. The board members and the director agree to participate in continuing training and education, as necessary, so they can effectively carry out their duties.
10. The center obtains an evaluation and updating of its training procedures and center operations when a new director is hired. The center selects one of three options available to meet this requirement:
  - a. A Care Net Consultant conducts an onsite consultation and seminar at the center to train new staff, new board members, and volunteers.
  - b. The new director attends a consultation and seminar that is conducted by a Care Net Consultant at another center. (Some restrictions apply.)
  - c. The new director attends the New Directors Track at Care Net’s annual Pregnancy Center Conference.
11. While affiliated with Care Net, center will submit to Care Net on an annual basis and in accordance with such deadlines established by Care Net the following: a Certificate of Compliance, Pregnancy Center Statistical Report and annual affiliation fee.
12. As a Care Net affiliate, the center has been granted a limited license to use the Care Net logo. The center uses this license in strict accordance with all requirements set forth in the current version of the Care Net Identity and Logo Usage Guide.
13. Centers may not incorporate under the Care Net name; however, centers may apply to Care Net for a limited license to use the Care Net name as a DBA (Doing Business As).

