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Employment Application

The following information is helpful in selecting/assigning roles, planning training, and collecting data for evaluation.* Any information you choose to provide will be kept confidential. Placement will be made only after an interview when both parties can ask and answer questions. Prior to that, please help us get to know you.

Name: Miss Ms. Mrs. Mr. Other _____
 First _____ Middle _____ Last _____
 Nickname _____ Former name(s) used _____

Address: Street _____
 City _____ State _____ Zip _____
 Home Phone _____ Cell Phone _____
 Email _____ What is the best way for you to be reached? _____
 Permanent Address (if different than above): _____
 City _____ State _____ Zip _____

How did you hear about Abria? _____

Do you have any previous affiliation with Abria? No Yes If yes, please indicate affiliation: _____

Education (please complete where appropriate):

	Enrolled	Graduated (yr)	Course of Study (major/minor)	Name of Institution
High School or GED Certificate Program				
Vo-Tech				
College				
Post Graduate Study				

Other Education (please explain): _____

Employer Name (current): _____

Address _____ Work Phone _____

Position _____ Email (optional): _____

Part Time Full Time Length of Employment (yrs) _____

Previous employment experiences: _____

**Abria Pregnancy Resources takes seriously our duty to protect the confidentiality of your private identifying information. We will not share such information with anyone outside of the center without your written permission.*

Please indicate friends or family connected to *Abria Pregnancy Resources*:

<i>Name</i>	<i>Relationship</i>

Do you have any health problems or physical disabilities which would prevent you from performing certain kinds of work?

No Yes If yes, please explain: _____

Please describe your organization affiliations and any previous work experience _____

Please indicate the specific time(s) and day(s) you would be available to be scheduled:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	_____	_____	_____	_____	_____	_____	_____
Afternoon	_____	_____	_____	_____	_____	_____	_____
Evening	_____	_____	_____	_____	_____	_____	_____

Why do you want to work at Abria? _____

Have you ever counseled or helped anyone who has considered an abortion? No Yes

If yes, please explain: _____

Please indicate your thoughts and feelings about the following: *(Feel free to use an additional sheet if you wish to elaborate).*

- Pregnant unmarried teenage girls _____
- An abortion-minded woman _____
- Abortion in cases of rape, incest, or fetal deformity _____
- A woman who has had an abortion _____
- Adoption _____
- Contraception _____

My signature below indicates that the information that I have included in this Employment Application is true and accurate to the best of my knowledge. I understand that submitting this form is not a guarantee of placement as an employee of Abria Pregnancy Resources, and that placement will be made only after an interview and other background screening, including a criminal background check through the Bureau of Criminal Apprehension. I agree that Abria Pregnancy Resources may use the information provided on this form to conduct such background screening. Finally, I understand that my position will require training prior to being allowed to start serving in that position.

Signature _____ Date _____

Skill Survey

We are continually finding new ways for our staff to help in achieving the Abria Pregnancy Resources mission. Please take a moment to indicate areas in which you have skills and experience that you would be willing to share with us.

1. Human Services

- Child Care
 - Child Development
 - Family Management
 - Advocacy
 - Mentoring
 - Crisis Intervention
 - Counseling
 - Health (maternal & child)
 - Parent Education
 - Transportation
 - Teen pregnancy/parenting
 - Financial Management
 - CPR-Certified, Exp. date _____
 - CPR-Trainer
 - Sign Language
- Skill level: Minimal Good Excellent

2. Management Skills

- Leadership/Supervision
 - Staff/Volunteer Training
- Subjects: _____
- Focus Group Facilitation
 - Program Planning/Evaluation
 - Marketing

3. Development/Fundraising

- Direct Mail/Telemarketing
- Grant writing
- Estate/Financial Planning
- Special Event Coordination
- Prospect Research

4. Communications/Public Relations

- Speakers Bureau
- Community Outreach
- Communication Planning
- Writing
- Media Relations
- Graphic Design
- Desktop Publishing
- Photography
- Video & Slide Show Production
- Display Work
- Sign & Poster Production

5. World Cultures

- Education in _____
 - Foreign Language _____
- Fluency level: Minimal Good Excellent

6. Music & Drama

- Acting
- Instrument: _____
- Singing
- Story Teller
- Dancing
- Other: _____

7. Facilities/Maintenance

- Carpentry
- Landscaping/Gardening
- Painting
- Furniture or Equipment Repair
- Pick-up & Delivery of Donations
- Housekeeping (cleaning toys, laundry)

8. Creative Activities

- Calligraphy
- Cooking
- Sewing
- Knitting or Crocheting
- Face painting
- Kid's Arts & Crafts
- Other: _____

9. Sports/Recreation

- Sports - General
- Swimming/WSI
- Swimming-Advanced Lifesaving
- Recreational Outings
- Other: _____

10. Professional/Support Services

- General Office Skills
- Computer Word Processing
- Computer Training/Instruction
- Data Entry
- Computer Programming
- Web Site Development
- Social Media Development and Maintenance

11. Other

Abria Pregnancy Resources Policies Agreement for Personnel

It is our experience that our personnel – both paid staff and volunteers -- need to agree with our organization's policies on the life issues in order to provide consistent and effective services to our clients. It is vital that our personnel have the understanding that all people are made in the image and likeness of God and that every individual has the right to life from the moment of conception until natural death.

As personnel of Abria Pregnancy Resources, I agree to follow and promote the practices and policies of Abria Pregnancy Resources. In general, these are:

- We are advocates for the unborn, their mothers, and family.
- Life begins at conception.
- Abortion is always morally wrong.
- We will not encourage the use of or refer for hormonal, barrier, or sterilization methods of contraception (birth control):
 - Unmarried men and women are counseled to choose chastity (abstinence).
 - Married couples seeking assistance with family planning are encouraged to practice Natural Family Planning (NFP) and chastity.
- Clients are to be treated with compassion, sensitivity, and respect.
- All information confided by clients will be kept confidential with the exception of statutory requirements for reporting abuse or neglect of a minor.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____