



Pregnancy Resources of Delaware County

STAFF APPLICATION
Revised April 2026

Thank you for your interest in joining our team. Please complete all sections fully and accurately. Incomplete applications may not be considered. All information is held in strict confidence.

1 Personal Information

Full Name

First Last

Date

MM / DD / YYYY

Street Address

123 Main Street

State

ST

ZIP

00000

Primary Phone

() -

Email Address

your@email.com

Position Applied For

e.g. Client Services Coordinator

Employment Type Desired

Full-time / Part-time / Either

Date Available to Start

MM / DD / YYYY

Compensation Expected

e.g. \$18–\$22 / hr, or Salary range

How did you hear about this position?

- | | | |
|---|---|---------------------------------|
| ☐ Our Website | ☐ Indeed / LinkedIn | ☐ Church |
| ☐ Community Referral | ☐ Current Staff Member | ☐ Other |

2 Education & Credentials

Highest Degree / Diploma Earned

e.g. Bachelor of Science

Field of Study

e.g. Social Work, Counseling

Institution Name

College or university name

Year Completed

YYYY

Additional Certifications or Licenses

e.g. Licensed Counselor (LPC), CPR, Notary Public

3 Work Experience (most recent first)

Note: List your two most recent positions. Attach a separate résumé if needed.

Position 1

Employer / Organization

Company or organization name

Job Title

Your role or title

Dates Employed*MM/YYYY – MM/YYYY (or Present)***Reason for Leaving***Brief description***Key Responsibilities***Summarize your main duties***Position 2****Employer / Organization***Company or organization name***Job Title***Your role or title***Dates Employed***MM/YYYY – MM/YYYY (or Present)***Reason for Leaving***Brief description***Key Responsibilities***Summarize your main duties*

4 Skills & Qualifications

Which of the following skills do you have experience with?

- | | | |
|--|--|--|
| ☐ Client Intake / Case Management | ☐ Counseling or Advocacy | ☐ Office Administration |
| ☐ Medical/RN | ☐ Fundraising / Development | ☐ Social Media / Marketing |
| ☐ Ultrasounds | ☐ Event Planning | ☐ Bilingual (specify below) |
| ☐ Bookkeeping / Finance | ☐ Training & Education | ☐ Other (specify below) |

Please specify any skills noted above or additional relevant skills:

e.g. Fluent in Spanish, QuickBooks, Adobe Suite

Describe your most relevant experience for this role:

Focus on experience directly applicable to working in a pregnancy resource center

5 References

Professional References (2 required): People who can speak to your work ethic, skills, and professional conduct. Do not list family members. Former supervisors or colleagues are preferred.

Reference 1**Full Name***First Last***Title / Organization***e.g. Director, ABC Nonprofit***Phone***() -***Email Address***reference@email.com***Relationship / How long have you known this person?***e.g. Former supervisor, 4 years***Reference 2****Full Name****Title / Organization**

First Last

e.g. Director, ABC Nonprofit

Phone

() -

Email Address

reference@email.com

Relationship / How long have you known this person?

e.g. Former supervisor, 4 years

Personal Reference (1 required): Someone who knows you personally and can speak to your character, integrity, and values. Must not be a family member or former employer.

Reference 3

Full Name

First Last

Title / Organization

e.g. Director, ABC Nonprofit

Phone

() -

Email Address

reference@email.com

Relationship / How long have you known this person?

e.g. Former supervisor, 4 years

6 Ministry Alignment & Values

About Us: Pregnancy Resources of Delaware County is a faith-based nonprofit. All staff are expected to uphold our mission and statement of faith.

Why do you want to work for a pregnancy resource center?

Share your personal motivation and how this aligns with your values

How do you understand our mission and what role would you play in advancing it?

Describe your vision for how this position supports clients and the community

What is your home church or faith community?

Church name and city (if applicable)

7 Background Check & Legal

⚠ Background Check Required: All staff positions require a background check prior to employment. Providing false information is grounds for disqualification or termination.

Have you ever been convicted of a felony or misdemeanor (excluding minor traffic violations)?

☐ Yes ☐ No

If yes, please describe (a conviction does not automatically disqualify you):

Are you legally authorized to work in the United States?

☐ Yes ☐ No

Will you now or in the future require sponsorship for employment visa status?

☐ Yes ☐ No

Social Security Number (for background check only):

____ - ____ - ____ *(kept strictly confidential)*

8 Availability

Days available to work:

☐ Monday ☐ Tuesday ☐ Wednesday
☐ Thursday ☐ Friday ☐ Saturday

Earliest Start Time

e.g. 8:00 AM

Latest End Time

e.g. 6:00 PM

Are there any limitations on your availability we should know about?

e.g. school pick-up, scheduled commitments

9 Additional Information

What strengths would you bring to this team and role?

Think about skills, character traits, and past accomplishments

Describe a challenging situation you faced in a previous role and how you resolved it:

This helps us understand your problem-solving and communication style

Is there anything else you would like us to consider in your application?

Optional: additional context, career goals, questions for us, etc.

10 Certification & Signature

I certify that all information provided in this application is true, complete, and accurate to the best of my knowledge. I understand that any misrepresentation or omission of facts may result in disqualification or, if employed, termination. I authorize Pregnancy Resources of Delaware County to contact my references and verify any information provided.

Applicant Signature

Sign above the line

Date

MM / DD / YYYY

FOR OFFICE USE ONLY**Application Received:**

MM / DD / YYYY

Reviewed By:

Staff name

Interview Scheduled:

MM / DD / YYYY @ ____ : ____ AM/PM

Background Check:

☐ Requested ☐ Cleared ☐ N/A

Decision:

☐ Hire ☐ Hold for review ☐ Not selected ☐ Other: _____