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337-321-6298

UPCFriends.com UnexpectedPC.com

Application For Employment

The Unexpected Pregnancy Center is an equal opportunity employer.

(PLEASE PRINT)

Date of Application _____ **Position(s) Applied For** _____
Date Available to Start Employment _____ **Salary Desired** _____
Type of Employment Desired: _____ **Full-time** _____ **Part-time** _____ **Temporary**

Personal Information

Name _____
Last First Middle

Address _____
Number Street City State Zip Code

Phone Numbers _____ **E-Mail** _____
Home Cell

1. Have you ever been employed with this company before? _____ Yes _____ No
 - a. If yes, give date: _____
2. Are you currently employed? _____ Yes _____ No
 - a. If yes, may we contact your present employer? _____ Yes _____ No
3. If needed, can you provide documentation to establish eligibility for employment?
 - a. As required by the INS? _____ Yes _____ No
(Proof of citizenship or immigration status will be required upon employment.)
4. Have you been convicted of a felony within the last 7 years? _____ Yes _____ No
(Conviction will not necessarily disqualify applicant from employment.)

If yes, please state nature of offense, when, where and disposition:

5. What is your reason for seeking employment here?

Education/Training

	Name & City	Circle last year completed	Graduate?	Major/Degree Received
High School		9 10 11 12	Yes No	
College		1 2 3 4	Yes No	
Nursing, Trade, Business, etc.		1 2 3 4	Yes No	
Graduate Degree		1 2 3 4	Yes No	

Special Study/Internship/Research/Honors received:

Job Related Skills (licenses):

Job Related Activities/Professional Memberships/ Offices held:

(It is your option to exclude organizations, the name or character of which indicates race, gender, color, religion, national origin, or other protected status.)

References

Three Employment References:

1. Employer: _____ Telephone: _____

Address: _____

Position and years acquainted: _____

2. Employer: _____ Telephone: _____

Address: _____

Position and years acquainted: _____

3. Employer: _____ Telephone: _____

Address: _____

Position and years acquainted: _____

Two Personal References:

1. Name: _____ Telephone: _____

Address: _____

Relationship and years acquainted: _____

2. Name: _____ Telephone: _____

Address: _____

Relationship and years acquainted: _____

Employment Experience

Start with most recent job. Include job related military service assignments and volunteer activities. (You may exclude organization names that would reveal sex, race, religion, national origin, age, ancestry, disability, or other protected status.)

1	Employer:	From:	To:
	Address:	Ending Salary/Wages:	Job Title:
	Phone:	Reason For Leaving:	Supervisor:
	Work Performed:		
2	Employer:	From:	To:
	Address:	Ending Salary/Wages:	Job Title:
	Phone:	Reason For Leaving:	Supervisor:
	Work Performed:		
3	Employer:	From:	To:
	Address:	Ending Salary/Wages:	Job Title:
	Phone:	Reason For Leaving:	Supervisor:
	Work Performed:		

If you need additional space, please continue on a separate sheet of paper.

NOTES (additional job related information):

Applicant's Pre-employment Statement

Please read carefully and sign the statement below.

I understand and agree that:

1. The information given herein is true and complete to the best of my knowledge. Any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Company.
2. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision (including employment reference checking and background/credit check).
3. 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 based upon such information.
4. This application for employment shall be considered active for a period of time not to exceed 180 days. If I wish to be considered for employment beyond this time period, I understand that I need to inquire as to whether or not applications are being accepted at that time.
5. Neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and me in writing. If I am hired, my employment will be "at will" and without fixed term and may be terminated at any time.
6. I am required to abide by all rules and regulations of the employer. I understand, also, that I must be willing and able to demonstrate commitment to [insert Center name] mission, vision, core operational values and core beliefs in the execution of position responsibilities. (Your center may have a statement of faith. That can be included in this question or inserted as a separate item. Check with your local attorney before asking questions regarding statement of belief and Christian faith.)
7. Completing this form does not indicate there is an available position and does not obligate the Company to hire me.

Signature of Applicant

Date

Please send us the following:

Your **(1) Application**, along with a **(2) Current Resume**' and **(3) Cover Letter** to the Unexpected Pregnancy Center at P.O. Box 10326, New Iberia, LA 70562, or email them to: *Regina Viator at director.unexpectedpc@yahoo.com*

Please feel free to call or email us if you have any questions. Thank You!