RESIDENTIAL PROGRAM APPLICATION

Name: ________________________________

Date: _____________________________

Hope Alive does not discriminate on the basis of race, ethnicity, color, sex, gender, sexual orientation, religion, creed, national origin, age or disabilities in the admission of women into our residential program. However, due to the nature of a transitional living program with the goal of aiding women to become self-sufficient, residents must be physically and emotionally able to do all household and yard chores. If at some point a resident becomes unable or unwilling to do these chores she will be required to leave this program.

For office use only

Move in Date_________________

ID # __________________________

_____First interview  _____Evaluation / Case Management

_____Second interview  _____Rental Agreement

_____Drug screen  _____Counselor Assigned

_____Orientation  (please initial when completed)
Residential Program Application
(Please print)

Name: _____________________________________________ Date of Birth: __________________________

Current Address: ____________________________________________________________________________

City: __________________________ State: _____ Zip: ___________ Phone:__________________________

Alternate Phone Number: ________________________________________________________________

A message may be left at either number: _____Yes _____No

Marital Status: ___ Married ___ Single ___ Divorced ___ Separated ___ Widowed

Number of Children: _______ Ages: _____ _____ _____ _____ _____

Do you have children under the age of 18 who may be visiting you at Hope Alive? ______

Emergency Contact: ________________________________________________________________

(NAME) (RELATIONSHIP) (PHONE NO.)

Your Income Source: __________________________ Monthly Amount: ________________________

If employed, name of employer: __________________________

Date employed: ________________ Your position: ____________________________________________

Salary: _______________ Hours worked per week: __________________________

Employer’s Address: ________________________________________________________________

Phone: __________________________

If unemployed, for how long? __________________________

Previous employer: __________________________

From ____________ to ____________ Your position: __________________________________________

Salary: _______________ Hours worked per week: __________________________

Employer’s Address: ________________________________________________________________

Phone: __________________________

PREVIOUS RESIDENCES (Other than your current address) – list most recent first:

1. Address: ______________________________________ Dates: __________________________

   Reason for leaving: ______________________________________________________________

   Did you receive government assistance to help with this housing? _____Yes _____No

2. Address: ______________________________________ Dates: __________________________

   Reason for leaving: ______________________________________________________________

   Did you receive government assistance to help with this housing? _____Yes _____No
3. Address: ___________________________________________ Dates: ____________
   Reason for leaving: ___________________________________________________________
   Did you receive government assistance to help with this housing?  ___Yes ___No

REFERENCES:
Please list two personal references:

1. Name: ___________________________________________ Phone: ________________
   Address: ___________________________________________________________________

2. Name: ___________________________________________ Phone: ________________
   Address: ___________________________________________________________________

Please list one professional reference:

3. Name: ___________________________________________ Phone: ________________
   Address: ___________________________________________________________________

What is your reason for applying to Hope Alive? _______________________________

Who referred you to Hope Alive? ______________________________________________

EDUCATION:
Currently in school?   ___Yes  ___No   If yes, where? _________________________________

Please circle the highest grade level of education you have completed:

1  2  3  4  5  6  7  8  9  10  11  12  13  14  15  16  17+

Please circle the highest diploma/degree achieved:
GED/H.S. Diploma  Technical Degree/Associates  Bachelor’s Degree  Master’s Degree  Doctoral Degree

RACE/ETHNICITY (used for grant purposes only)
Check one:   ___Black or African American  ___Hispanic or Latino  ___Asian (including Pacific Islander)
___ American Indian (including Alaska Native)  ___White  ___Other (please specify)______________

LEGAL HISTORY (CHECK AS MANY AS APPLY):
___No legal history  ___Arrest(s) non-substance related  ___Arrest(s) substance related
___Currently on probation  ___Currently on parole  ___Court ordered treatment  ___Jail/prison time served

Probation / Parole officer name ____________________________ phone___________________
In the past year have you been arrested?  ___Yes  ___No  If so, how many times? ____________

Please describe most recent legal issue:

_______________________________________________________________________________
_______________________________________________________________________________

In the past year have you spent any time in jail? ___Yes ___No  If so, how many nights? __________

List any convictions, date of conviction(s) and explanation ______________________________________

______________________________________________________________________________________
______________________________________________________________________________________

In the past year were you a victim of any violent crimes such as assault, rape, mugging or robbery?  ___Yes ___No
In the past year were you a victim of any nonviolent crimes such as burglary, theft of your money or property, or being cheated? ___Yes ___No

Do you have a history of substance abuse?  ___Yes  ___No

Please describe: __________________________________________________________

_______________________________________________________________________________
_______________________________________________________________________________

When was the last time you used an illegal substance or misused prescription drugs? ______________

Do you currently use alcohol? ___Yes ___No  Do you currently use drugs? ___Yes ___No

Have you ever been diagnosed with or treated for mental illness?  ___Yes ___No

If yes, please describe:

_______________________________________________________________________________
_______________________________________________________________________________

Have you read a copy of the Resident Rules?  ___Yes ___No
Can you abide by the Resident Rules?  ___Yes ___No

What would you like to accomplish while living at Hope Alive?
I understand that due to the nature of a transitional living program with the goal of aiding women to become self sufficient, I acknowledge that I am physically and emotionally capable of doing all household and yard chores. I understand that if at some point I become unable or unwilling to do these chores I will be required to leave this program.

I understand that I am going to be given a drug and alcohol screening prior to being admitted to Hope Alive’s Residential Program. I also certify that the above information is true and accurate to the best of my knowledge. I understand that falsified information may be cause for my dismissal from Hope Alive’s program.

Signature___________________________________________    Date ______________________
Hope Alive Resident Rules

As a resident of Hope Alive, you are joining a community of individuals each with their own strengths and weaknesses. It is important to commit to honest, responsible, respectful behavior toward Hope Alive staff, other residents and yourself. As your community develops it is our hope and prayer that each resident will contribute to the best of her ability and that the residents will form a fellowship. As a resident you are encouraged and sometimes required to attend any or all groups offered at Hope Alive. You will not be charged for these groups.

I. General Issues
   A. Alcohol and/or illegal drugs may neither be used by residents nor brought or sold on the premises. Any use will necessitate the user to leave Hope Alive residential program immediately. Random testing will be done. Tenant also EXPRESSLY gives Hope Alive permission to search her room for alcohol, drugs, and controlled substances.
   B. Smoking permitted at smoking table only
   C. The attic is off limits — do not go up there. There is to be no unauthorized use of the office area, staff kitchen or bathroom. If these areas are used with permission you are responsible to clean up after yourself.
   D. Pets are prohibited
   E. No open food containers are permitted in residents rooms. No food of any kind shall be left on counters or appliances.
   F. After 9:30 p.m. until 7:30 a.m. the house observes “quiet time.” This means no loud sounds or music, no incoming phone calls, and careful consideration of the use of the hallway lights.
   G. Facilities such as the kitchen, the laundry, and the telephone are for our residents use only.
   H. Residents are not to “borrow” any items including food and clothing -- that is stealing.
   I. You must supply your own toiletries, paper products (includes toilet paper, paper towels, etc.), cleaning supplies, laundry products, etc. Everyone is to contribute their fair share. If you need help with this, please see the office.
   J. Storage shelves and cupboards will be numbered according to room number -- #1 room #1 shelf etc. these will be your personal shelves and we ask that you respect the property of others.
   K. Each apartment is equipped with its own code number for easy entrance and exit. Do not share your apartment’s code with any other residents, family, friends, etc.
   L. No one is allowed in your bedroom at any time - neither guests nor other residents. Only your own children with the will be allowed in your room.
   M. There is to be no sexual activity on the property.
   N. No candles, incense, etc. are permitted in the apartments.
   O. Food -- everyone is responsible for their own food.
   P. No one is permitted to transport anyone affiliated with Hope Alive without proof of insurance on file -- this includes staff and residents
   Q. Curfew: Residents should be home by 10:00pm. If you are working or running late, call/text the resident advisor and your apartment so people don’t worry. Curfew is midnight on Friday and Saturday night -- call if you’re late
   R. Garage -- any donations of clothing in the garage are available to residents. Anything else in the garage is off limits.
   S. To maintain cleanliness of Hope Alive, when moving in all personal items will be placed in a “bug zapper”

II. Personal Issues
   A. All residents are to bathe regularly using shampoo, soap and deodorants.
   B. All residents are to maintain good oral hygiene by daily brushing of teeth
   C. Residents are to lock their doors when not in their room even while in the apartment
   D. Residents are not to leave personal items in community areas
   E. Do not share personal items or money -- staff will not assist with getting things or money returned if you do so.

III. Adult Visitors
   A. No adult visitors shall be in the home before 9:30am or past 9:30p.m.
   B. No visitor shall be under the influence of drugs or alcohol
   C. Visitors are limited to two hours per day per visitor, includes other residents
   D. Any visitor creating a problem will be asked to leave and not return.

IV. Child Visitors
   A. Children must be supervised by a parent at all times while on the Hope Alive premises
   B. An overnight form must be filled out in the office if you would like to have your children overnight
V. Conflict Resolution

Residents are expected to treat each other with respect which means there will be no loud or raised voices, or physical altercations. If a conflict arises, share the issue respectfully with the other person. If the issue cannot be resolved between the two, the residents should both discuss the issue together with staff. If that is not successful the residents should see the director together. Physical violence of any kind will not be tolerated.

VI. Cleanliness Issues: Residents are responsible to maintain cleanliness of personal space, common space and outside space (cutting grass, shoveling snow etc). Chore list will be distributed.

VII. Keys: Residents are expected to be careful of her keys. If a key is lost there will be a $5 fee to replace the key. If a resident locks themselves out of their room after hours more than one time, there will be an hour of work study added or a $5 fee.

VIII. Contacting Staff: If an emergency arises after office hours: there is a staff person on call

IX. Psychological Evaluation: All residents are required to have a psychological evaluation. If you have had a current evaluation, a signature will be required for Hope Alive to obtain a copy. If not, an appointment will need to be scheduled.

X. If a police officer comes to Hope Alive he/she will be permitted to enter any room on Hope Alive property. Residents are not to answer any questions but are to refer police questions to a staff member. If a staff member is questioned by the police about the whereabouts of a current or former resident, they will answer any questions.

Anyone choosing to not fulfill their responsibilities to Hope Alive House or breaking rules will be given a ten-day notice. If personal property is not removed from the premises when leaving for any reason, residents will have 48 hours to remove or management will box and dispose of said property.

Name ____________________________________

(please print)

Signature ____________________________________

Date ____________________________________

Rev. 1/2019
RENTAL AGREEMENT FOR HOPE ALIVE, INC.

I, ________________________________, agree to pay Hope Alive $200.00 each month for the first 3 mos. - $250 for the next 3-6 mos - $300 for 6-9 mos. and $350 after 9 mos. for residence in the Hope Alive House at _______North Wells Street, Fort Wayne, Indiana. Rent includes all utilities. Should I terminate my agreement with less than 10 days' notice, I understand that I am responsible for ten day's rent? Rent is figured at $6.67 per day. Rent includes all utilities.

I understand that my rent is due by the third day of each month.

I understand that if my rent is in arrears I must speak with the case manager prior to the 3rd of each month in order to make and/or fulfill a payment plan. I understand that if I have not made arrangements regarding my rent by the 3rd of the month, the case manager will refer this to the director at which time I may be asked to leave.

If I cannot pay my rent I understand that I am expected to go to the Wayne Township Trustee’s office within two weeks of my move-in date.

I confirm that I am moving in on ____________. The payment for the remainder of the month will be _______days @ $6.67 a day totaling $_______ payable by ______________(date).

I understand that should I relocate during a month and leave my belongings in the room, the $6.67 fee per day still applies until all my belongings are removed. If I do not remove my belongings myself, I understand that my belongings will be disposed of within seven days of my departure and I will forfeit my deposit. When leaving Hope Alive I will complete an exit form and a change of address form for the post office to have my mail forwarded. I understand any mail received at Hope Alive after I leave will be marked “no longer at this address” and returned to the post office.

I understand that as part of my residency I will be a part of the Independent Living Program at Hope Alive and will participate in this program to the fullest of my ability. I will maintain the following:

Two (2) hours weekly work study at Hope Alive if not employed
Maintain employment or enrollment in an educational, volunteer, or therapeutic program
Weekly contacts with the treatment coordinator (counseling)
Weekly contacts with the case manager
Attend all resident meetings
Attend two Hope Alive support group meetings each week
Have documentation that will be handed in to Resident Advisor by 10:00 p.m. Sunday evening
Have room clean and neat.
Actively search and obtain employment within three months of move-in date.
Complete assigned chores as required by Resident Adviser

____________________ Initial

____________________ Initial

6.
As an additional requirement, I agree to attend AA or NA at least ______ times weekly to remain free from substance abuse.

Other requirements as deemed necessary by the director: ____________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I confirm that I have been given the code to the main door and a key to my room.

On this day: _________________________, I have paid the sum of $___________________ toward the rent.

I have read the above agreement and agree to all the terms as written. I also agree to abide by the rules of the house. I accept the responsibility to pay my rent promptly. I realize that I am liable to immediate eviction if I do not abide by all house rules.

_________________________________________  ______________________
Resident Signature  Date

_________________________________________
Social Security Number

_________________________________________  ______________________
Hope Alive Staff Signature  Date
EMERGENCY CONTACT FORM

This form will be given to emergency medical personnel to help in your care – please provide all pertinent information.

Resident’s Name: ___________________________________________ Date: __________________________

Date of Birth: ______________________ Social Security Number: ________________________________

Medications: ____________________________________________

__________________________________________

__________________________________________

Allergies: ____________________________________________

Primary Physician Name(s) ____________________________________________

Current Medical Conditions: ____________________________________________

Past Hospitalization /Reason _____________________________________________________________________

Emergency Contact Information

Emergency Contact Name: ____________________________________________

Relationship: ____________________________________________

Phone Numbers: ____________________________________________

(Home) (Work) (Cell)

Emergency Contact Name: ____________________________________________

Relationship: ____________________________________________

Phone Numbers: ____________________________________________

(Home) (Work) (Cell)

Next of Kin: ____________________________________________

(Home) (Work) (Cell)

I give Hope Alive personnel permission to disclose any information to my emergency contact(s) listed above that they feel is necessary in order to obtain the emergency care I need.

__________________________________________

Signature