



RESIDENT APPLICATION
1415 2ND AVENUE
OPELIKA, ALABAMA 36801
334/749-2130
hisplace@harvestevangelism.org

FOR OFFICE ONLY

Date Received _____
Received by _____
Phone interview; Date _____
Interviewed by _____
Referred by _____

NAME: _____ DATE: _____

Address: _____ Phone # _____

City _____ State _____ Zip _____ County _____

Height _____ Weight _____ Race _____ Hair Color _____ Eyes _____

Date of Birth _____ Age _____ Place of Birth _____

Social Security # _____ Driver's License # _____ State _____

Type of Drivers License _____ Valid? _____

Occupation _____ Employer _____ Phone # _____

Military _____ Branch _____ Dates _____ Rank _____

Single _____ Married _____ Engaged _____ Divorced _____ Widowed _____

If Married; Wife's Name _____ Address _____

City _____ State _____ Zip _____ Phone _____

Number of Times Married _____ Years Married Each Time _____

Do You Have Children? _____ Names and Ages _____

Who Has Custody? _____ Do You Pay Child Support? _____

How Much? _____ To Whom? _____

Names and Ages of Siblings, (include yourself) in Birth Order _____

Name and Phone Number of Person(s) to Contact in Case of Emergency _____

Highest School Grade Completed _____ Any College? _____

Hobbies, Relaxation, Other Interests _____

MEDICAL HISTORY

Date of Last Complete Physical Exam _____ Results _____

Current Medical Problems _____

Medicines You Are Currently Taking: Prescribed _____

Over The Counter _____

Do You Have Medicare? _____ Medicaid? _____ Number (s) _____

Mental Health Treatments in the Last 3 Years? Yes _____ No _____
Describe _____

Suicide Attempts in the Past 3 Years? _____ How? _____

Have You Had The Following Tests? T.B. _____ HIV _____ Hepatitis _____
Results _____

Sexual Preference Heterosexual _____ Homosexual _____ Bisexual _____

LEGAL

List All Arrests and Results _____

List All Pending Court Cases, Dates, and Allegations _____

List Any Outstanding Warrants _____

Probation/ Parole Officer: Name _____ Location _____
Phone Number _____ How Often Do You Check In? _____

FINANCIAL

Explain Current and Excessive Financial Obligations _____

Current Income and Sources _____

List All Alcohol Beverages and Drugs You Use or Have Used _____

How Often _____ How Much _____
Last Time Used _____ You Age When You First Used _____

SPIRITUAL

What Do You See As The Chief Problem In Your Life? _____

How Do You Wish To Resolve This Problem? _____

Describe Your Relationship With God _____

Religion Preference _____ Denomination _____

Are You Open To The Biblical Solution To Your Problems ? _____

Signed _____

ALONG WITH YOUR APPLICATION SEND IN THE FOLLOWING:

1. A copy of the following tests
 - a. STD
 - b. HIV
 - c. TB
2. The His Place Application must be filled out in it's entirety
3. Police Clearance to NCIC

***NOTE: WHEN WE RECEIVE YOUR APPLICATION AND OTHER DOCUMENTS WE WILL CONTACT YOU FOR A PHONE INTERVIEW**

For Your Information:

All Residents Are Required To;

1. Get up every morning at 5:30am, make their bed and clean their room
2. Attend chapel at 6:30am
3. Do assigned chores
4. Attend all classes everyday
5. Go to church every Wednesday night and every Sunday, plus other times as well as all other week night classes and services.
6. Absolutely NO SMOKING OR TOBACCO is allowed
7. Absolutely NO DRUGS OR ALCOHOL, you will be drug and alcohol tested weekly and at other unscheduled times, you will be dismissed for any positive results
8. Rooms are locked during the day
9. A minimum of clothing should be brought, dress clothes for church, work clothes, no short shorts—only knee lengths, no message T-shirts or sleeveless T's
10. Toiletries are furnished as well as towels, sheets etc...
11. A complete copy of the rules will be explained upon admission

His Place Resident Program

I. The Program

Our program is designed especially for men eighteen years or older who have a life controlling problem.

It is one year of intensive bible training, other teaching on family responsibility, work ethic/skill development and understanding authority and discipline. This is all based on biblical principles and accomplished in an atmosphere of love.

This is a spiritual ministry concerned with the whole person, body, soul and spirit. It endeavors to help the resident establish integrity with God, his fellow man, his family and himself.

Phase I—First Month

During the entire 12 months of the program all residents are required to participate in all activities of the program. It is understood that illness, family emergencies, court appearances, medical appointments, etc. will be kept to a minimum. The program last for one year and may be entered at any time. For the first 30 days residents are restricted to the home. All communication with the outside will be handled through a staff member.

Phase II—Second Month through Ninth Month

Month 2-9 residents cannot leave the home unless he is in the company of a staff member or senior resident with staff approval. Monday through Friday is devoted to classroom teaching from 9:00 A.M. through 12:00 Noon. All men in this phase of the program are divided into two groups. One group is in class Monday, Wednesday, and Friday: and working at the thrift store on Tuesday, Thursday and Saturday. The second group will be in class on Tuesday and Thursday: and work at the thrift store on Monday, Wednesday and Friday. The groups will alternate every week. Every other Saturday would be a scheduled off day.

Phase III – Tenth Month through Twelfth Month

After 9 months residents are encouraged to return to full time employment. This is a continuation of the residents' development. During this time the staff will assist the resident in finding employment, workplace ethic, financial management and responsibility, no evening or odd shifts. While not at work residents are required to participate in all program activities.

At any time a resident is employed outside the home he will be required to pay 30% of his income to the home to help defray the cost of his residency. He is also expected to tithe, either to his home church or the church attended by the residents. This also applies to any other income such as retirement, pensions, etc.

Residents Will Place the remaining portion of their income, after the home 30% and the 10% tithe, in the His Place men's account. This account is in a local bank. The resident may draw from this account for old fines, court ordered child support, voluntary child/family support, and personal clothing needs and other special needs with staff approval. Residents are only allowed to have \$4:00 in their possession at any time. Upon completing the program the resident will withdraw all the money from this account.

II. Overview, Goals, and Cost

- To provide an opportunity for residents to accept and follow Jesus Christ as their personal Lord and Savior.
- To provide an opportunity to study, understand, and practice Godly principles in everyday life as taught in God's word.
- To provide an understanding of what happens when we violate God's principles and how to find a place of restoration according to God's word.
- To provide an understanding of how to deal with life-controlling problems and how to prevent them according to God's word.
- To provide an opportunity for the residents to develop Christ-like character and the fruit of the spirit; by attending bible classes, various teaching encounters, living with other residents who have similar problems, and relation to His Place leadership, staff and visiting ministers and friends.
- The cost is a onetime \$500 non refundable fee. This covers the cost of materials the resident will need throughout the year.

III. Educational Opportunities

Bible Classes – These classes are intended to present God's plan of salvation through believing faith in the atoning work of Jesus Christ. In these classes residents will also learn other life principles taught and outlined in scripture. Among these are: Christian Responsibility in Family, Work, Community; financial responsibility, anger management, Christian 12 step program, etc.

G.E.D. – Assistance in GED preparation will be available for all residents who do not have a high school diploma.

Reading: Improvement Assistance – This program is offered to residents who wish to improve their reading skills. You must be a skilful reader in order to effectively study God's word. Reading skills are also necessary in order to function in the place.

IV. Working: While in the Program

After 60 days (2 months) a resident may be allowed to work, but only with staff approval and due to extreme need i.e. child support, etc. This work is restricted to day labor only, not full time employment. This work time will be scheduled around class time and thrift store time. No work is to be done in the evenings. All money earned will follow the same rules as residents working full time.

V. Working: While in the Program

After 90 days (3months) a resident may be allowed to work, but only with staff approval and due to extreme need i.e. child support, etc. This work is restricted to day labor only, not full time employment. This work time will be scheduled around class time and thrift store time. After 6 months residents are encouraged to participate in our day labor program.

Guidelines and Rules of Conduct

- A- Admission
- B- House Rules
- C- Personal Conduct
- D- Dress
- E- Housekeeping
- F- Telephone, Visitation, Passes
- G- Drugs, Alcohol, Tobacco
- H- Penalties, Restrictions
- I- Final Comments
- J- Resident Attitudes and Behavior

VI. General Guidelines and Rules of Conduct

A-Admission

- A1 Admission to the program occurs only after the completion of the admission form and an interview with the director of his appointed representative. Acceptance is solely at the discretion of the director.
- A2 Upon admission the resident will submit all clothing, possessions and his person to a thorough inspection. Random inspections will be conducted at any time the staff believes it is necessary.
- A3 Upon admission the resident will be assigned a room and required to take a shower. Residents are required to shower daily.

B- General House Rules

- B1 Residents are not permitted in the office/administration area without staff permission.
- B2 Unless assigned to the kitchen residents are not permitted there.
- B3 You are not permitted in another residents' room without staff permission.
- B4 Participation in all program activities is required of all residents.
- B5 Personal radios, clock radios, cell phones and televisions are not allowed.

- B6 Only literature provided or approved by the staff will be allowed.
- B7 Only iPods with Christian music and sermons are allowed.
- B8 All staff will be addressed by Brother, Pastor, Mrs. or Miss. This is designed to show respect and submission to authority. These salutations apply to visiting ministers.
- B9 Pets, firearms, weapons or related items are not permitted
- B10 Residents are not permitted to leave the premises unless he is in the company of a staff member or another approved individual.
- B11 All items left by exiting residents will be held for 30 days. After 30 days they become the property of HIS Place and will be disposed of in the same manner as other donations.
- B12 Racial problems will not be tolerated. Fighting will not be tolerated. All parties will be dismissed. Stealing is not tolerated. Anyone caught stealing will be dismissed and prosecuted.
- B13 When attending church services or other programs outside the home we will travel and sit together as a group. We will stay together while at other facilities.
- B14 All donations made to His Place are the Property of the Ministry. Only the Director or his appointed representatives is authorized to dispense any such property.
- B15 No fraternization with females at any time, this includes volunteers, staff, or any other visitors to the home. This rule also applies when away from the home at church services, other meetings and functions. Violation of this rule can result in dismissal.
- B16 Residents must be out of bed five minutes after wake up
- B17 Residents must be in attendance at the first program of the day.
- B18 All residents are required to be in their rooms by 9:45 and lights out at 10:00.
- B19 The home will remain quiet from lights out until morning wake up except for emergencies.

C – Personal Conduct

- C1 You must not take another resident's personal items without permission.
- C2 Scuffling, wrestling, punching, shadow boxing etc. are not allowed.
- C3 Maturity requires that you respect those that are over you in the ministry and the workplace. Please respect, also, your fellow residents, their personal property, privacy, quiet times and desire to grow in God.
- C4 Borrowing or loaning money is prohibited is prohibited. Selling of personal property between residents is prohibited.
- C5 Profanity, Street talk, discussing drugs, alcohol or past lifestyle is not permitted.
- C6 No negative talk (especially toward the program); no complaining, griping, grumbling, backbiting, or bad reports (about leadership, staff, or other residents) will be allowed.
- C7 At no time is a resident allowed to approach a board member or a friend of the ministry for favors or gifts.

D - Dress

- D 1 No lewd or suggestive clothing or clothing advertising alcohol, drugs, sex, tobacco or profanity will be allowed. This includes shorts above mid-thigh, muscle shirts or strap-type undershirts, shirts that hang to the knees, or sagging pants.
- D 2 No earrings are to be worn at any time while in the program.
- D3 No resident is permitted outside his bedroom unless he is fully dressed (shirt, pants, shoes) flip flops may be worn inside the building at any time.
- D4 All lewd or suggestive tattoos or any displaying, alcohol, drugs, sex or profanity must be covered at all time.
- D5 No hats or caps to be worn inside the building at any time.

E – Housekeeping

- E1 Eating and drinking in vehicles without staff permission is not permitted.
- E2 Do not litter.
- E3 Snacks, coffee, soft drinks or any other food are not allowed in the bedrooms.

- E4 Rooms are to be clean before breakfast and remain in good order the entire day. Unless you are ill you are not permitted to return to bed during the day.
- E5 Beds must be made neatly
- E6 Clothes must be in their proper place, hung neatly in closets, folded in drawer, or in a proper dirty clothes container.
- E7 Furniture and all surfaces must be dusted.
- E8 Residents will do their personal laundry at their assigned times only. Staff approval must be given for any exception.
- E9 Ministry vehicles will be cleaned on Saturdays.

F – Telephone. Visitation. Passes

- F1 Phone calls are allowed only during assigned times.
- F2 Long distance calls can only be made collect or by using a phone card.
- F3 These times apply to both incoming and outgoing calls.
- F4 Phone calls at any other time are for emergency only, with staff approval.
- F5 Visitation is approved by staff. A staff member must approve all visits no later than the Monday preceding the visit.
- F6 Visitors are limited to immediate family only. Immediate family includes parents, grandparents, wives, children, brothers and sisters. Pastoral visits (home church pastor) are allowed. All visitors must be approved by staff.
- F7 Certain other visitors may be allowed, by only after interview and approval of directors.
- F8 Visitation areas are the dining room, living room, T.V. room and the patio area in the rear of the building. No exceptions.
- F9 All visitors must enter through the front door and register at the front desk.
- F10 Absolutely no visitors in the bedrooms.
- F11 Anyone bringing unauthorized visitors on the premises will be dismissed.
- F12 Upon completion of the 60 day probation period a four hour pass may be granted on a Saturday.
- F13 Thereafter a pass may be granted every other weekend.

- F14 Upon completion of 90 days the time of the pass may be extended to eight hours.
- F15 For married men only overnight passes may be granted after 90 days. Overnight passes are from Saturday morning to Sunday morning.
- F16 For extraordinary reasons single men may be granted overnight passes after 90 days. This includes non married men with children.
- F17 No pass is automatic. They are granted only with a director's approval

G – Drugs. Alcohol. Tobacco

- G1 No drugs, alcohol or tobacco will be allowed on the premises or a resident's person at any time for any reason.
- G2 Anyone found to be in possession of alcohol, drugs or drug paraphernalia will be dismissed from the program immediately.
- G3 Anyone found to be using tobacco in any manner will be given 2 weeks restriction and discipline for the first offence. There will be a 30-day restriction for and discipline the second occurrence; this applies at all times; on or off His Place property.
- G4 If tobacco continues to be a hindrance in a resident's restoration, he will be dismissed from the program.
- G5 Any homosexual activity, proposals or suggestions will result in immediate dismissal.
- G6 Random drug and alcohol tests will be conducted on a regular basis.
- G7 Failing a Drug test will result in immediate dismissal.

H – Penalties. Restrictions

- H1 Any violation of a rule will result in discipline and Restrictions. These are at the discretion of the director and will range from extra work detail and/or restriction to dismissal from the program.
- H2 Anyone on restriction will not be allowed to leave the property except with the group, have a pass, a visitor or a phone call. Also anyone on restriction will be required to do kitchen detail.

I – Final Comments

- I1 Even though we do group teaching etc. each man's recovery program is individualized.
- I2 If admission to relapse is immediate termination of residency will be at director's discretion

13 Final decision to terminate residency rests with the director.

I have read the rules and agree to abide by all of them:

Signed by resident: _____ Date: _____

Signed by staff: _____ Date: _____

- Toiletries are furnished as well as towels, sheets, etc.
- A complete copy of the rules will be explained upon admission
- EACH NEW RESIDENT ENTERS THE PROGRAM ON A 30 (THIRTY) DAY PROBATIONARY PERIOD. DURING THIS TIME THE RESIDENT AND/OR THE LEADERSHIP OF HIS PLACE WILL DETERMINE WHETHER THE RESIDENT WILL BE FORMALLY ADMITTED. IF THE RESIDENT IS ADMITTED, A MINIMUM OF 11 (ELEVEN) MORE MONTHS WILL BE REQUIRED TO COMPLETE THE PROGRAM AND GRADUATE. ANY EXCEPTIONS MUST BE APPROVED IN WRITING BY THE DIRECTOR OF HIS PLACE OR PASTOR RICK HAGANS.

Addendum 1

Re: Drug Usage and/or Possession on Ministry Property or any Ministry Function

Any person(s) found possessing and/or using drugs (of any type, including alcohol) on ministry property or a ministry function will be immediately dismissed from our program. The person dismissed will be banned from coming on ministry property or attending any ministry event. This dismissal is permanent.

When a person is found to have drugs or to have used drugs on our property, they will have ONE HOUR to gather their belongings and leave our property. What they can't take with them will become ministry property. They will not be allowed to pick up anything at a future time.

The only option regarding transportation available to the person dismissed is to be taken immediately to the Valley Rescue Mission or to the local bus station. Again – they must be of ministry property within one hour!

Henceforth, every man and woman in our program will keep \$150 to purchase a bus ticket should they be dismissed. This money is only for a bus ticket and will NOT be given to them as cash. If the person dismissed will not take a bus ticket, their money will become ministry funds to be used for our “transient bus fund”. When anyone graduates from our program they will receive their \$150 back in full.

Anyone dismissed who does not leave in one hour or anyone who argues with the staff member who dismissed them will be turned over to the police immediately and charged with trespassing.

This policy, which has before been our understanding, will henceforth be our written policy. Each resident will be given a copy of this policy and will be required to sign it. It will be kept in their personal file.

Rick Hagans
President
Harvest Evangelism
March 1, 2005

Addendum 2

Rules Have Been Explained: _____ By Whom: _____

Personal Effects Have Been Checked: _____ By Whom: _____

All Information Given Is True And Correct. No Other Information Needs To Be Added.

I Understand The Rules Of HIS PLACE And Agree To Abide By These Rules.

Applicant's Signature

Date

HIS PLACE Staff Signature

Date