

**TEXAS REACH OUT MINISTRIES APPLICATION**

(FOR LICENSE TO LIVE HERE)

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ TDCJ # \_\_\_\_\_

(To be filled out by TROM, Inc. Staff)

Date \_\_\_\_\_ accepted [ ] or denied [ ] Location: \_\_\_\_\_ Move In Date: \_\_\_\_\_

Exit Date \_\_\_\_\_ Staff \_\_\_\_\_

Last Name: \_\_\_\_\_  
TO Be Filled Out By TROM Staff:

**PERSONAL INFORMATION**

Criminal Justice ID \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

DL# \_\_\_\_\_ or ID# \_\_\_\_\_ State \_\_\_\_\_ Social Security# \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Marital Status: \_\_\_\_\_ Male [ ] Female [ ]

Ethnicity: Caucasian [ ] Hispanic [ ] African American [ ] Other \_\_\_\_\_

Have you ever been a resident of Texas Reach Out Ministries? Yes [ ] No [ ] If Yes, When? \_\_\_\_\_

Will you be on parole or probation upon your release? Yes [ ] No [ ] If yes give us the following information:

Officer/Case Manager's name \_\_\_\_\_ Phone No. \_\_\_\_\_ County: \_\_\_\_\_

Length incarcerated this time: \_\_\_\_\_ Expected release date: \_\_\_\_\_

List all criminal convictions: (Use extra sheet of paper if needed): \_\_\_\_\_

\_\_\_\_\_

Do you have any pending criminal cases? \_\_\_\_\_ If so, where: \_\_\_\_\_

What are they? \_\_\_\_\_

What was your problem drug? \_\_\_\_\_ Date last used: \_\_\_\_\_

**Have you, ever been treated for a psychiatric related problem?** Yes [ ] No [ ] If yes, what was the diagnosis? \_\_\_\_\_

\_\_\_\_\_ Have you ever attempted suicide? Yes [ ] No [ ]

Medication(s) you take now: \_\_\_\_\_

Allergies/Medical problems: \_\_\_\_\_

In case of emergency contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_ Phone: \_\_\_\_\_

**STIPULATIONS:** Agreed [YES] or [NO]

- We ask that you give back to the community 8 hours of community service once per month.
- We require that you attend a Christian Bible believing Church on Sundays in conjunction with **two** structured meetings per week.
- We require that you start Job Search immediately and secure employment within two weeks of coming to the home. (Refer to rules Section I-K page 4.)
- You are required to commit for a minimum of three months Yes [ ] No [ ] and up a maximum long term goal of up to two years Yes [ ] No [ ]
- During your first thirty days at TROM, we will assist you to obtain a bus pass, medical card, and all the documents you need so that you can become employable.

First Name: \_\_\_\_\_

Middle Initial: \_\_\_\_\_

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## FAMILY HISTORY

Parents [ ] or Spouse [ ]	Childs Name:
Name:	Address:
Address:	City/State/Zip:
City/State/Zip:	Telephone No. /
Telephone No. /	

<b>REFERRED BY... CHAPLAINS [ ] MINISTERS [ ] CHURCH [ ] ORGANIZATION [ ] VOLUNTEER [ ]</b>
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Name:	Name:
Address:	Address:
City/State/Zip:	City/State/Zip:
Telephone No. /	Telephone No. /

## EMPLOYMENT HISTORY & SKILLS

Are you able to work? Yes [ ] No [ ], if not why? \_\_\_\_\_

List Skills & Experience while in Prison: \_\_\_\_\_

Employers/Companies you've worked for:

Company: \_\_\_\_\_ City/State \_\_\_\_\_

Company: \_\_\_\_\_ City/State \_\_\_\_\_

Job Skills & Experience: \_\_\_\_\_

## DISABILITIES

Do you have any physical or emotional disabilities that prevent you from working? Yes [ ] or No [ ]

If yes, do you receive SSI, or Survivors Benefits? Yes [ ] or No [ ] Monthly income: \_\_\_\_\_

Comments: \_\_\_\_\_

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**TELL US ABOUT YOU**

What are your strengths? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are your weaknesses? \_\_\_\_\_

\_\_\_\_\_

How can this Home help you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Specify one or more goals you hope to reach while residing at Reach Out Ministries Homes:**

Short Term: \_\_\_\_\_

\_\_\_\_\_

Long Term: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What strengths do you bring to this Home?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Are you a High School Graduate Yes [ ] No [ ] or have a GED: or Yes [ ] No [ ]

Do you have a College degree: Yes [ ] or No [ ] how many years? \_\_\_\_\_

Do you have a Vocational Trade or Training: Yes [ ] or No [ ] if yes what kind.

Comments:

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## HOUSE RULES

READ THESE RULES – They are mandatory.

### HOUSE MANAGEMENT

Texas Reach Out, Inc. Licensee must follow democratic procedure. There are no bosses. You are responsible to God, yourself, your fellow housemates, and to House Management for your actions and conduct.

### HOUSE LEADER

**The House Leader** is an appointed licensee of this house. He/She **reports directly to the management** of this home. Your questions or matters concerning your housemates are to be directed to the House Leader. The House Leader will assist the licensee with issues regarding a licensee in violation of House rules, and any other matters pertaining to a licensee or housemate, or the House itself.

**House leader has the option of a single small bedroom when applicable.**

### HOUSE MEETINGS

House meetings are called one time each month. All licensees are required to attend. You may miss a meeting if it interferes with your work, aftercare, worship, or personal/family emergency; **you must have made prior arrangements with Texas Reach Out Staff of your intended absence.**

### SPECIAL MEETINGS/EMERGENCY MEETINGS

Any Licensee may call for a special or emergency meeting. Special Meetings require 48 hours advance notice and are for addressing specific needs that should not be postponed. **Emergency Meetings may be called at any time, usually for addressing a relapse situation, confrontation or safety issues.** The House Leader must be present. If not available, a majority of House Residents and one/or more of the Reach Out Ministries **administration staff** must be present to determine a decision regarding the nature of the meeting.

### Section I LOSS OF RESIDENCE

**You cannot live here if you do any of the following: (Zero tolerance A-D, I, J)**

- A. Use of alcohol or illegal drugs while living in a Reach Out Ministries Transitional House.
- B. Bringing alcohol or illegal drugs on TROM property or into the House.
- C. Fighting
- D. Any criminal activity.
- E. Giving false information on your application.
- F. Unpaid License fee or application fee - see Program License Agreement #5.
- G. Ongoing disruptive behavior.
- H. Knowingly withhold information regarding a relapsed Licensee.
- I. Theft or other Licensee's property, money, including TROM property.
- J. Any disruptive or ill-mannered behavior towards neighbors, neighbor's property or community businesses.
- K. A licensee's refusal to do job search, or fails to obtain a job as specified, unless other arrangements have already been made and approved by TROM Management.
- L. Refusing to abide by Parole/Probation and Reach Out Ministries rules and policies.
- M. Smoking inside House or use of any tobacco products.
- N. Failure to comply with mandatory weekly meetings (see section (VI), D, E, F).
- O. Failure to request to be out of the home over night. (Communicate to staff and house leader)
- P. A two-day pass must be requested and given to house leader for approval by staff if you plan to be out of TROM homes overnight.
- Q. No association/fraternization between Men and Women residents outside of structured group meetings.

### Section II: SUSPICION OF ALCOHOL OR DRUG USE

**If a suspicion of relapse exists, the suspected Licensee should be address by either:**

1. House Leader
2. House Leader plus one (1) other member of home, or
3. Two (2) or more House members

If suspicion, is confirmed, an emergency meeting must be called to determine resolution of relapsed licensee. **Reach Out Ministries must e notified immediately of the situation.**

**Reach Out Ministries Administrator should be notified immediately of the situation.**

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## Section III. DISRUPTIVE BEHAVIOR

Disruptive behavior is grounds for termination of license. Disruptive behavior is anything that affects the smooth operation of this Home, and includes, but is not Limited to), any of the following:

- A. Loud disruptive shouting, intense arguing, excessive loud talking, or roughhousing.
  - B. Loud radio, music, TV or other noise.
  - C. Being in one of your housemate's room other than your own living quarters without permission.
  - D. Failure to respect the rights of others.
  - E. Blatant or repeated neglect or chronic complaining about chore duties.
  - F. Harassment of Housemates, their families or Guests.
  - G. Unmanageability of Guests.
  - H. Failure to comply with House rules and polices.
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## Section IV. GUESTS

Your guests are welcomed to visit **but cannot stay overnight**; only on extreme circumstances will we make allowances and only after **Management and House Leader have agreed**.

**These are the guidelines for Guests:**

- A. **You** are responsible for your Guest, and your Guest's actions and behavior.
  - B. No Children under the age of 18 years are allowed in the house without by staff.
  - C. Guests are not allowed on premises when you are not here.
  - D. Guests must abide by House Rules.
  - E. Your Guests must be considerate of your house mates.
  - F. Opposite Gender guests are not allowed in the home if it is not a planned group event.
  - G. Guests are not allowed in the bedrooms at anytime.
  - H. No Smoking or chewing tobacco allowed for guests inside of house.
  - I. Guests under the influences of alcohol or drugs are not allowed in home at any time.
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## Section V. POSTINGS AND RULES

- A. Chores - it is your responsibility to check with the house leader and/or the chore list each week.
  - B. Rules - it is your responsibility to refer to the rules and check for revisions.
  - C. It is your responsibility to check your phone messages, either on answering machine or on bulletin board located in designated area.
  - D. You must have approval before you can be out of the house overnight (See P. page 1)
  - E. No locks in rooms.
  - F. **No rated X movies, nor movies with high volume of profanity, high contents of sex scenes or drugs, allowed.**
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## Section VI. AFFIRMATION:

- A. We are promoting a Christ-like atmosphere at all times.
- B. Group prayer before 8:00 AM daily.
- C. Group Prayer and/or short teaching nightly.
- D. Structured Life Application Bible study meetings twice weekly. (Tuesday and Thursdays)
- E. Life Skills management, Improving communication skills, Job Readiness Training, and Problem Solving meetings on the (2<sup>nd</sup> and 4<sup>th</sup>) Tuesday evening every month.
- F. AA/NA or Support meeting as specified by Parole/Probation and Reach Out Ministries.
- G. Church attendance every Sunday A.M. (**UNLESS OTHERWISE APPROVED**)
- H. Church activities, church attendances other than those mentions in (G) are (Optional).
- I. Quiet time begins at 11:00 PM nightly during the week, and must be at house with lights off by 12:00 midnight every night.
- J. **No firearms or weapons allowed in rooms or on TROM property at anytime.**
- K. Under no circumstances should anyone who is under the influence of alcohol/or drugs be allowed in or on premises. **This includes family or friends. Violation of this rule is considered, serious and probable cause for termination of license.**
- L. Smoking or chewing tobacco is not allowed inside of home or, within **10 feet** from the front or back entrance of house. (Smoking and chewing tobacco is considered hazardous.
- M. **We are not responsible for any Personal belongings left over two weeks after termination of your License Agreement. (By either graduation or violation of rules; we will dispose of items after two weeks).**
- N. Eight (8) hours of community service ministry is mandatory per month. This is a way of giving back to your community and will help you mature in your Christian walk.

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**ACKNOWLEDGEMENT OF RULES**

A Drug and alcohol test will be administered by a licensed LCDC Reach Out Ministries Staff periodically and/or at random. Our policy is zero tolerance of drugs and/or alcohol. Refusal to adhere to this rule is reason for termination of License Agreement.

I, \_\_\_\_\_, have received, read, and understand the Texas Reach Out Ministries rules. By signing this, I agree to comply with all the Rules of Texas Reach Out Ministries, and understand that I wave my right to declare unawareness of these Rules.

Applicants' signature during incarceration \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature upon admission \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

**PRESCRIPTION DRUGS**

There are a few standards for drugs, when prescribed that are acceptable. EXCEPT FOR METHADONE and all narcotic drugs, such as morphine-base drugs, there are no drugs, which absolutely cannot be permitted.

1. Some drugs are not mind-altering in any way and are not an issue. (Reference Physician's Desk Reference) (PDR).
2. Many other drugs are prescribed for manic disorders. These include elavil, klonopin, Lithium, etc., to name a few.
3. Others are for seizure disorders.

The house has an absolute right to be aware of any prescription drug taken by a resident or prescribed to a member after becoming a resident. Residents who do not notify the administrator of a prescribed drug to them are lying, and that does not make for good relations. Lying about such a matter would be considered grounds for termination of program with Reach Out Ministries.

**(BELOW IS THE RULE OF THUMB, SUBJECT FOR INDIVIDUAL HOUSE OPINIONS)**

**THE MINISTRY HAS THE FINAL WORD:**

If the TROM has investigated a drug and is uncomfortable with it we do not have to accept its presence in the house. This means that we may either refuse to accept an applicant to Reach Out Ministries program or ask an existing licensee to leave.

**TRANQUILIZERS:**

Because many people have been addicted to tranquilizers, these drugs are rarely acceptable in a house or recovering people.

**ALL DRUGS CAN BE ABUSED:**

Even if the ministry accepts a drug, it can decide that abuse of that drug has taken place. The steps are the same as for any relapse.

**SOME DRUGS REFLECT DEEPER ISSUES:**

A drug such as **prolixin** and **dilantin** might indicate a personality disorder too severed to be acceptable in this setting; it might even indicate a psychosis.

Applicants' signature while incarcerated \_\_\_\_\_ Date \_\_\_\_\_

Applicants Signature during admission to (TROM) \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

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**YOUR PERSONAL TESTIMONY**

**Please tell us about your personal experience with accepting Jesus Christ as your Savior.**

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**Texas Reach out Ministries**  
Support Available

If you are a current or former inmate who has accepted Jesus Christ as your Lord and Savior and would like help successfully integrating back into society, Reach Out Ministries is here for you.

We can provide you with:

- A safe place to live as you rebuild your future
- Programs to assist you in developing new healthy habits
- Mentors to guide you in your further Christian development

Once accepted into the program, upon your release, you will be picked up at the bus station and brought to your designated home. Your immediate needs of food, clothing, and shelter will be provided. You will be paired with a mentor and helped with obtaining an ID card, a bus card, and eventually employment.

You will be responsible to contribute \$85 per week to stay at the home (includes all utilities and telephone service). Each resident also contributes \$25 per week to the grocery fund of his or her home. All homes are completely furnished. No one will be denied for lack of financial resources, arrangements can be made with the ministry.

Please return your application to: Texas Reach Out Ministries,  
**P.O. Box 17006, Austin, TX 78760**

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## QUESTIONNAIRE

We desire to know more about you. Please fill out the following questions to the best of your ability. What is your understanding of the following?

**What is Salvation? (Or being saved mean to you?)**

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**How are you "Born Again"?**

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**What is your understanding about the Holy Scriptures?**

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**Who Is God or Jehovah?**

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**Who Is Jesus?**

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**Who is the Holy Spirit?**

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**Who Is The Godhead?**

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**What Is Holy Spirit baptism?**

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**What does being baptize in water signify to you?**

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**Do you believe in the return of Jesus Christ? (Or rapture) Why?**

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**Can You Be Healed and Delivered from your sickness or set free from strongholds?** \_\_\_\_\_

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**Why is it important to fellowship with other believers and obtain Church Membership?**

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**As a believer in Jesus Christ, who are you?**

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