

January 25, 2011

Re: Request for Information/Application

Dear Brother,

Greetings brother. We pray that this information packet has reached you in the best of health and spirits. It is our understanding that you would like to be considered to participate in the Liberty Ministries Program. Because of this reason you are now in receipt of the following forms:

1.) Do I Qualify, 2.) Liberty House Program, 3.) Liberty Ministries Application/Consent, 4.) Application for Employment at Liberty Ministries, 5.) Job Description for position at Liberty Thrift and Home Furnishings, 6.) Release and Consent, 7.) Chaplain Referral

Please take some time to pray in order that you may receive clear direction from the Lord concerning your future. If you decide that Liberty Ministries is the right program for you, complete all of the documentation and return them as soon as possible. Due to space availability and the time needed to properly evaluate your application, it is extremely important that you return all documentation immediately. Please include, with the completed forms, a brief description of your conversion experience (your walk with Jesus).

We have also enclosed a few pieces of literature for you that you may better understand who Liberty Ministries is and what we are doing.

We are excited about the prospect of serving you as you begin rebuilding your life and becoming the man of God that you were destined to be. We look forward to hearing from you soon.

(See reverse for instructions)

In Christ Jesus,

Robert Thompson
Executive Director

Instructions

1. Complete the **Do I Qualify** sheet. There are a few of the yes or no questions that may require you to clarify your responses on the back of the form. Please take the time to write clear and relevant information that answers the questions.
2. Sign and date the **Liberty House Program** sheet stating that you have read its contents and agree to abide by them.
3. Fill out the **Liberty House Application** completely. Any blank spaces could cause your application to be denied. If you don't know the answer to a question please write "I Don't Know". If a question doesn't apply to you please write in "Not Applicable (N/A)". This will allow your application to be processed quickly.
4. Sign and date the **Release and Consent Form** (a release of information). You will find it located on the back of the last page of your application.
5. Fill out and sign the **application for employment** for Liberty Thrift and Home Furnishings.
6. Read and sign the enclosed **job description** and write down any limitations you may have in regard to any of the required qualifications.
7. Sign and date the **Release and Consent Form** (a release of information). **This form is for your counselor.** This form will grant your counselor permission to speak with us by phone and to release to us your classification summary, mental health records, medical records, misconducts, minimum and maximum dates, open cases, inmate progress reports, conditions of parole, housing summaries, prescriptive programming etc... We cannot complete your application process without this information.
8. Take the **Chaplain Referral** form to your chaplain's office; they will see that it is returned to us.
9. You must return **ALL paperwork** that requires a signature and date, in order to ensure that your application is processed.