

**Room in the Inn-Bullitt Co**

**Guest Employment Worksheet & Status Report**

Guest certifies that the information provided below is truthful. Any false statements can result in suspension up to immediate dismissal from the program.  
 Guest employment target date (must report to work no later than) \_\_\_\_\_ in order to maintain a position in the Shelter. Guest initials \_\_\_\_\_

**Guest name**

co. use only

	Company Contacted & address (see back for list of primary agencies, OK to say see #...	Position sought	Date application submitted	Electronic or in person?	Contact Name	Contact Email	Contact Phone #	Result of application or follow up action	Interview scheduled / held Date	Result of interview or follow up action	initials when verified
1											
2											
3											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											

*staff use (and reference for guest) only:*

Any questions:

# of applications (and followups) required per week by date _____	date due	# apps	# interviews (and followup appts) required per week by date	date due	# interviews

**Room in the Inn - Bullitt County**  
 A Ministry of *Heart of My City, Inc.*  
**Tamara Hansen**  
 Guest Services  
 502-428-9657  
 tamara.m.hansen@gmail.com  
 Contact our organization @ heartofmycity@gmail.com  
[www.heartofmycity.org](http://www.heartofmycity.org) Like & follow us @RoomintheinnBC  
*Providing hope, shelter and resource connections to the homeless in Bullitt County, KY according to the Biblical model of Matthew 25:34-40*

