

# **Application for Steps House Inc.**

## **712 Boggs Ave Knoxville, TN. 37920**

Note: Applications will be kept on file for one year.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Soc. Sec. # \_\_\_\_\_ Date of Birth: \_\_\_\_\_

TOMIS # (If applicable): \_\_\_\_\_ Are you a veteran? \_\_\_\_ Yes \_\_\_\_ No

Please list your race/ethnicity (Check all that apply):

\_\_\_\_ American Indian/ Native American

\_\_\_\_ Asian

\_\_\_\_ Black/ African American

\_\_\_\_ Native Hawaiian or Other Pacific Islander

\_\_\_\_ White

\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_ Hispanic/ Latino

Where are you currently living? \_\_\_\_\_

Have you ever been a resident of Steps House? \_\_\_\_ Yes \_\_\_\_ No

If yes, what dates did you reside at Steps House: \_\_\_\_\_

Have alcohol or drugs caused problems in your life? \_\_\_\_ Yes \_\_\_\_ No

How many years have you used drugs or alcohol? \_\_\_\_\_

What age did you first use/drink? \_\_\_\_\_

When was the last time you used any type of controlled substance? \_\_\_\_\_

Have you ever participated in AA/NA or any 12-step recovery meetings? \_\_\_\_ Yes \_\_\_\_ No

Are you willing to commit to sobriety and attend AA/NA meetings? \_\_\_\_ Yes \_\_\_\_ No

Have you ever been to treatment? \_\_\_\_ Yes \_\_\_\_ No How many times? \_\_\_\_\_

Did you graduate from the treatment program? \_\_\_\_ Yes \_\_\_\_ No

Have you ever attended another halfway house/sober living/ or residential recovery program?

\_\_\_\_ Yes \_\_\_\_ No

How many programs? \_\_\_\_\_ Length of program(s)? \_\_\_\_\_

Did you graduate from the program? \_\_\_\_ Yes \_\_\_\_ No

If not, how long did you stay? \_\_\_\_\_ Reason for leaving? \_\_\_\_\_

Are you willing to complete Steps House's 9-12 month program? \_\_\_\_ Yes \_\_\_\_ No

Are you able to work Full-Time? \_\_\_\_ Yes \_\_\_\_ No (Rent is \$165.00 /per week)

Please list your three most recent places of employment/positions held.

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Are you currently working? \_\_\_ Yes \_\_\_ No

If yes, what is your current job? \_\_\_\_\_ If yes, what shift? \_\_\_\_\_

If accepted into our program, it is a requirement you work only a first shift job. This will keep you in compliance with our curfews and allow time for the meetings required in the evening. By initialing here \_\_\_\_\_ you are stating you understand this and are willing to comply with these guidelines.

Do you receive Social Security Benefits? \_\_\_ Yes \_\_\_ No

Have you ever received Social Security Benefits? \_\_\_ Yes \_\_\_ No

Do you intend to file for Social Security Benefits? \_\_\_ Yes \_\_\_ No

**\*\*If you plan on filing, you must already be receiving your disability/SSI before entering our program.\*\***

Do you have any medical conditions or diagnoses/disabilities/allergies? (If yes- please explain)

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Do you have any psychiatric/psychological diagnoses? (If yes-please explain)

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Please list all medications you are required to take/dosage/reason for prescribed.

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**\*\*If you are accepted and arrive with medications/medical conditions that weren't listed on your application, you could be denied entry to our program.\*\***

Highest level of education/grade completed? \_\_\_\_\_

Are you married? \_\_\_\_\_ Do you have children? \_\_\_\_\_ How many? \_\_\_\_\_  
Do you have family/any type of support? (please explain) \_\_\_\_\_

Please check type of supervision:     **Probation**     **Parole**     **No Supervision**     **Other( explain)**

Please list any pending legal matters you have: \_\_\_\_\_

Please list your current and past criminal history/charges: \_\_\_\_\_

**PLEASE COMPLETE THE FOLLOWING IF YOU ARE CURRENTLY IN CUSTODY:**  
**JAIL/PRISON**

How long have you been in custody? \_\_\_\_\_

What are your current charges? \_\_\_\_\_

\_ Past/current criminal history: please make sure these are listed in the space provided on page 2.

Counselor/Officer/Contact: **please list their name & phone # or email**

**\*\*Please attach a copy of your prior & current charges if possible\*\***

Sex Offenses: \_\_\_ Yes \_\_\_ No

(PLEASE NOTE we cannot accept anyone registered on the sex offender registry)

If you have other sex offenses that don't require registration – please explain. \_\_\_\_\_

Violent Offenses: \_\_\_ Yes \_\_\_ No

If yes-please explain: \_\_\_\_\_

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Please explain ALL disciplinary actions while in custody:

**\*\*Please attach a copy of disciplinary actions sheet if possible\*\***

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List any programs completed or currently enrolled in: \_\_\_\_\_

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List any jobs you've worked or are currently working while in custody: (Please provide details)

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Have you been granted parole? \_\_\_\_ Yes \_\_\_\_ No

**\*\*If yes, please attach a copy of your final decision\*\***

If you have NOT been granted parole yet, please wait until you receive your final decision to submit your application.

If you have made parole but must complete a program before your released – please list the program name: \_\_\_\_\_

length: \_\_\_\_\_

estimated graduation date: \_\_\_\_\_

Please list any other details and/or estimated release dates/information: \_\_\_\_\_

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**Please briefly tell us why you want to join Steps House & what you hope to gain.**

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Please read and initial the following:

\_\_\_\_ BY INITIALING HERE, I AM STATING THAT I UNDERSTAND FAILURE TO COMPLETE ALL OF THIS APPLICATION WILL RESULT IN: DELAY OR DENIAL OF ACCEPTANCE INTO THE PROGRAM. THIS INCLUDES SENDING THE REQUESTED ATTACHMENTS AND SIGNED RELEASE OF CONFIDENTIALITY FORM INFORMATION.

**\*\*\*\*\* You will not be admitted without a state issued picture ID or Driver's License \*\*\*\*\***

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Do you have a valid drivers license? \_\_\_\_ Yes \_\_\_\_ No Do you have a birth certificate? \_\_\_\_ Yes \_\_\_\_ No

(You will need to bring your ID with you when you arrive or have the money to pay for a replacement.)

\$530.00 (2 weeks rent + admission fee) must be paid before your arrival-This is NON-REFUNDABLE.

We will not send an Acceptance Letter until some agreement has been reached about the \$530.00 advance payment.

**\*\*Weekly rent of \$165 is due every Friday by 7 p.m.**

**\*\*No certificate of program completion or 90-day certificate will be granted with an open rent balance.**

Do you understand this? \_\_\_\_\_

Prospective client's signature \_\_\_\_\_

mail to: Steps House - Admissions  
712 Boggs Ave.  
Knoxville, TN. 37920

tel. (865)573-7152

fax (865)394-6801

[Admissions@stepshouse.org](mailto:Admissions@stepshouse.org)