

# North Dakota Adult & Teen Challenge

## EMPLOYMENT APPLICATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(last) (first) (middle)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Social Security No: \_\_\_\_\_

Position applied for: \_\_\_\_\_ Date You Can Start: \_\_\_\_\_

Referred by: \_\_\_\_\_

Are you 18 years or older? YES / NO Email Address: \_\_\_\_\_

Do you have a valid driver's license? YES / NO

Please list all driving violations within the past 7 years: \_\_\_\_\_

Do you have a legal right to work in the U.S.? YES / NO

Have you submitted an application here before? When? \_\_\_\_\_

Have you ever worked for any Adult & Teen Challenge before? If so, when & where?

Have you sought treatment for any offense involving alcohol or illegal drug use in the last two years?  
YES / NO

If yes, please explain: \_\_\_\_\_

Have you ever been convicted of a criminal offense (not including traffic violations)? YES / NO

If yes, please list all convictions and an explanation. *Answering yes will not necessarily exclude you from consideration.* \_\_\_\_\_

Do you have any special skills, talents, or gifts that might be beneficial to NORTH DAKOTA ADULT & TEEN CHALLENGE?

**EDUCATION AND FORMAL TRAINING**

Do you have a high school diploma?

Yes – list name & location: \_\_\_\_\_

No – list highest grade completed: \_\_\_\_\_

Do you have a GED certificate? YES / NO

Schools attended after high school or special training received

College/Business/Trade School Name & Location	Field of Study/Major	Certificate/Degree Awarded	Credit Hours Completed/Course Length	Did you graduate?

**Special Licenses and Certificates**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**EMPLOYMENT HISTORY**

Please list below your work experience, paid or unpaid, beginning with your present or most recent employment. Go back at least five years if employed that long. Describe each job separately, emphasizing your specific tasks and supervisor, technical or other responsibilities performed. Give special attention to work experience relating to the position for which you are applying. Explain significant breaks in work experience. If the space provided for “duties” is inadequate, please attach additional sheets.

Name of firm: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Position Held: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ Full-time / Part-time: \_\_\_\_\_

Duties (be specific): \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer at this time? YES / NO if no, explain: \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY (CONTINUED)**

Name of firm: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Position Held: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ Full-time / Part-time

Duties (be specific): \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer at this time? YES / NO If no, explain: \_\_\_\_\_

Name of firm: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Position Held: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ Full-time / Part-time

Duties (be specific): \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer at this time? YES / NO if no, explain: \_\_\_\_\_

**REFERENCES**

Please give complete information for three references to which you are not related.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ How do you know? \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ How do you know? \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ How do you know? \_\_\_\_\_

**Briefly explain why you desire employment with North Dakota Adult & Teen Challenge. Use additional paper, if necessary.**

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**APPLICANT’S STATEMENT**

By my signature below, I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected, my name removed from consideration or my employment with North Dakota Adult & Teen Challenge terminated.

I understand that North Dakota Adult & Teen Challenge is a Christian church ministry affiliated with the Assemblies of God denomination. I understand that should my application be accepted, I will be working in an environment that is decidedly Christian in nature, and I hereby agree to abide by the bylaws, policies, and procedures of North Dakota Adult & Teen Challenge. I further understand that although my religious beliefs and practices may differ from those of North Dakota Adult & Teen Challenge, I will respect the religious views of North Dakota Adult & Teen Challenge and its leadership. I will refrain from promoting any beliefs or publicly demonstrating any behavior that contradicts the teaching, philosophy or beliefs of the North Dakota Adult & Teen Challenge program during working hours, or while on North Dakota Adult & Teen Challenge property.

I agree that I will settle any and all previously unasserted claims, disputes or controversies arising out of or relating to my application or candidacy for employment, employment, and/or cessation of employment with North Dakota Adult & Teen Challenge, exclusively by final and binding arbitration in accordance with the Rules for the Resolution of Employment Disputes issued by the American Arbitration Association (AAA) in effect on the date that a request for arbitration is made by either North Dakota Adult & Teen Challenge or me. By way of example only, such claims include claims under federal, state, and local statutory or common law, such as Age Discrimination in Employment Act, Title VII of the Civil Rights Act of 1964, as amended, including the amendments of the Civil Rights Act of 1991, the Americans with Disabilities Act the law of tort. All administrative costs of arbitration shall be borne equally by the parties.

I understand that this employment application and any other company document are not contracts for employment. I understand that my employment with North Dakota Adult & Teen Challenge is “at-will”, and that either North Dakota Adult & Teen Challenge or myself may end my employment at any time.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Position Hired:** \_\_\_\_\_

**Date Hired:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

**Salary:** \_\_\_\_\_

**Comments/Response:** \_\_\_\_\_

**REQUEST, AUTHORIZATION, CONSENT AND RELEASE FOR BACKGROUND INFORMATION**

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**1406 2nd Street NW, Mandan, ND 58554 • Phone: (701) 667-2131 • Fax: (701) 663-3494**



# **AUTHORIZATION TO RELEASE INFORMATION**

I understand that in processing my application with North Dakota Adult & Teen Challenge, an investigation may be made in which information is obtained through personal interviews, written requests, and a review of information held by employers, acquaintances, and law enforcement or other government agencies. I authorize you to verify my past employment and related data provided on this application or through the interview process. I further understand and waive my right of privacy in this investigation and release and hold harmless North Dakota Adult & Teen Challenge and its agents from any liability.

I understand that several consumer reports may be requested and may include information as to my character, work habits, credit, academic credential verification, job performance, experience, and reasons for termination. Further, I understand that you may be requesting information concerning my workers' compensation claims (post job offer), motor vehicle operations history and criminal history from various private and public sources along with other public records that are available.

**I HEREBY AUTHORIZE AND RELEASE FROM ALL LIABILITY, WITHOUT RESERVATION, North Dakota Adult & Teen Challenge, PRIMARY SOURCE VERIFICATIONS, LLC, OR OTHER AGENTS OF North Dakota Adult & Teen Challenge, AND ANY LAW ENFORCEMENT AGENCY, ADMINISTRATOR, STATE/FEDERAL AGENCY, INSTITUTION, INFORMATION SERVICE BUREAU, EMPLOYER, EMPLOYEE, INSURANCE COMPANY OR PERSONS GATHERING OR FURNISHING THE ABOVE INFORMATION.**

According to the Fair Credit Reporting Act, I am entitled to know if employment will be and is ultimately denied because of information obtained by my prospective employer from a consumer reporting agency. If so, I will be so advised by this employer and be given the name of the agency or source of information.

**Print Name** \_\_\_\_\_  
(Last) (First) (Middle)

**Maiden/Previous Name(s)** \_\_\_\_\_

**Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Social Security Number** \_\_\_\_-\_\_\_\_-\_\_\_\_  
(For identification purposes only)

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **County** \_\_\_\_\_

If the above address does not encompass 5 years, list the cities and states you have lived in for the past 5 years.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I understand that a facsimile (fax) or photographic copy of this release will be as valid as the original.*

**Applicant's Signature** \_\_\_\_\_ **Today's Date** \_\_\_\_\_

**CHRISTIAN CONCILIATION AGREEMENT**

THE UNDERSIGNED PARTIES ENTER INTO THIS AGREEMENT AS AN ESSENTIAL CONDITION OF PARTICIPATION IN THE NORTH DAKOTA ADULT & TEEN CHALLENGE PROGRAM.

THE UNDERSIGNED PARTIES ACCEPT THE BIBLE AS THE INSPIRED WORD OF GOD. THEY BELIEVE THAT GOD DESIRES THAT THEY RESOLVE THEIR DISPUTES WITH ONE ANOTHER WITHIN THE CHURCH AND THAT THEY BE RECONCILED IN THEIR RELATIONSHIPS IN ACCORDANCE WITH THE PRINCIPLES STATED IN 1 CORINTHIANS 6:1-8, MATTHEW 5:23-24, AND MATTHEW 18:15-20.

ACCORDINGLY, THE UNDERSIGNED PARTIES HEREBY AGREE THAT, IF ANY DISPUTE OR CONTROVERSY THAT ARISES OUT OF OR IS RELATED TO THIS AGREEMENT IS NOT RESOLVED IN PRIVATE MEETINGS BETWEEN THE PARTIES PURSUANT TO MATTHEW 5:23-24 AND 18:15, THEN THE DISPUTE OR CONTROVERSY WILL BE SETTLED BY BIBLICALLY BASED MEDIATION AND, IF NECESSARY, LEGALLY BINDING ARBITRATIION, IN ACCORDANCE WITH THE *RULES OF PROCEDURE FOR CHRISTIAN CONCILIATION* (RULES) OF THE ASSOCIATION OF CHRISTIAN CONCILIATION SERVICES (CURRENT RULES ATTACHED AND INCORPORATED BY THIS REFERENCE). THE UNDERSIGNED PARTIES AGREE THAT THESE METHODS SHALL BE THE SOLE REMEDY FOR ANY DISPUTE OR CONTROVERSY BETWEEN THEM AND, TO THE FULL EXTENT PERMITTED BY APPLICABLE LAW, EXPRESSLY WAIVE THEIR RIGHT TO FILE A LAWSUIT IN ANY CIVIL COURT AGAINST ONE ANOTHER FOR SUCH DISPUTES, EXCEPT TO ENFORCE AN ARBITRATION DECISION, OR TO ENFORCE THIS DISPUTE RESOLUTION AGREEMENT. ANY MEDIATED SETTLEMENT AGREEMENT, OR ARBITRATED DECISION HEREUNDER SHALL BE FINAL AND BINDING, AND FULLY ENFORCEABLE ACCORDING TO ITS TERMS IN ANY COURT OF COMPETENT JURISDICTION.

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

# **NORTH DAKOTA ADULT & TEEN CHALLENGE CONFIDENTIALITY AGREEMENT AND NOTICE TO EMPLOYEES/VOLUNTEERS**

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

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

The identities of our current and former clients, their personal communication to us, and their records are confidential by law. This facility requires that confidentiality laws be strictly followed. We cannot expect to treat our clients effectively unless they feel that they can talk freely without concern that their confidences will be revealed to others. Any employee or volunteer of this organization who violates a client's confidentiality is subject to immediate dismissal. Further, that employee or volunteer, as well as the facility, is subject to a lawsuit brought by a client.

## **DO**

- Address clients in the workplace by 1<sup>st</sup> name only.
- Keep files and appointment books face down or otherwise out of view on your desk and throughout the workplace so that a client's name cannot be seen by others.
- Safeguard your computer password to prevent unauthorized people from accessing client information.
- Strictly comply with a client's permission to disclose identity, confidences, or records when permission has been properly obtained in writing from client and legal custodian.
- Observe all limits and conditions a client places on any permission to disclose confidential information.
- Discard confidential materials properly shredding them.
- Consider a client's confidentiality on the receiving of fax communications, email, and telephone message-taking devices; ensure that the intended recipient is the only recipient of such communications.

## **DO NOT**

- Reveal a client's identity in any way
- Address a client by last name when others are in the office
- Disclose that a person is a client to anyone
- Leave a client's file unattended on your desk or anywhere else in the workplace
- Have a client's information visible on a computer screen when you are away from your desk.
- Leave computers and file cabinets that store client information unsecured when you are not in your work area.



- Remove client files from the workplace for reasons other than authorized functions (for example, a home visit or court appearance.)
- Repeat anything a client tells you to anyone not an employee
- Disclose anything in a client's chart to anyone not an employee
- Talk about a client with anyone not an employee.
- Talk about a client with your spouse or other family members of your family or friends
- Give copies of anything in a client's chart to anyone not an employee
- Retrieve messages from your voice mail or answering machine with ear shot of others.

It is possible that requests for information-including subpoenas-about our clients may come to you from the police or other law enforcement personnel, lawyers, or courts. Tell your supervisor immediately when you receive these types of requests and determine with your supervisor how to proceed. Note that "following orders" may not be sufficient justification in court of law or breaching confidentiality.

Some exceptions to confidentiality may require or authorize certain disclosures about our clients. Immediately inform your supervisor of any information you obtain that leads you to believe that you, the client, or anyone else may be endangered by the client. Immediately inform your supervisor of any information you obtain that leads you to believe that a client may be involved in some way, directly or indirectly, in the abuse or neglect of a child, elderly person, or disabled person. Meet with your supervisor at once and determine how to proceed. Note that "following orders" may not be sufficient justification in a court of law for breaching confidentiality.

All of the above also applies to business, operations, and personnel matters.

I \_\_\_\_\_, hereby acknowledge that I have read this confidentiality agreement ad notice to employees/volunteers. I understand it fully, and I will strictly follow its terms.

Signature: \_\_\_\_\_

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



## Statement of Faith

1. We believe the Bible is the inspired, infallible, and authoritative written Word of God.
2. We believe there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miraculous ministry, His vicarious and atoning death, in His bodily resurrection, in His Ascension to the right hand of the Father, in His personal return to earth, at which time he will judge the quick and the dead.
4. We believe the only means of being cleansed from sin is through repentance and faith in the precious blood of Jesus Christ, and that regeneration by the Holy Spirit is absolutely essential for personal salvation.
5. We believe in the ordinances of the church: Holy Communion and Water Baptism by immersion.
6. We believe the Baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.
7. We believe the redemptive work of Christ on the cross provides divine healing of the human body in answer to believing prayer.
8. We believe in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
9. We believe in the Blessed Hope, the imminent return of Jesus Christ followed by his reign on the earth for 1,000 years.
10. We believe in the resurrection of the saved and the lost, the one to everlasting life and other to everlasting damnation.

I agree and hold to these statements as true.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# North Dakota Adult & Teen Challenge

## Code of Conduct

The mission of **North Dakota Adult & Teen Challenge** is to assist adults in gaining freedom from chemical addiction by applying Biblical principles in establishing a chemical-free lifestyle, enhancing social skills, improving work habits, building supportive relationships, and growing in personal relationships with Jesus Christ that effectively model the lifestyle that is being promoted to our student as foundational to lasting recovery.

The goal of the code of conduct is not to provide a list of prohibited behaviors, rather it is meant to identify some of the positive and negative behaviors that impact our students and our organization. **North Dakota Adult & Teen Challenge** is a unique organization that is accountable to the expectations of a diverse range of stakeholders including, state and local governments, churches, and the students themselves. We want all of our staff & board members to take seriously the responsibilities associated with these expectations.

The code of conduct is divided into two sections:

- First section applies to all employees of **North Dakota Adult & Teen Challenge** regardless of position
- Second applies to those employees that are entrusted with the responsibility of working directly with our students in a position that is charged with providing spiritual guidance, role modeling, or mentoring.

### All Employees, Board Members and Volunteers

#### **Discrimination:**

Discrimination against employees, applicants, or students on the basis of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, or public assistance status is prohibited. Please refer to Personnel Policy #PM110 for more information.

#### **Harassment:**

The Policy of **North Dakota Adult & Teen Challenge** is to ensure and maintain a working environment free of harassment including sexual and racial harassment. Unwelcome verbal or physical conduct, including written and electronic communication, directed toward an individual because of race, color, creed, religion, national origin, sex, age, disability, marital status, sexual orientation, or public assistance status, will not be tolerated. Please refer the Personnel Policy #PM115 for more information.

#### **Confidentiality:**

Any information relating to current or former students must be kept in strict confidence and not discussed with anybody outside of **North Dakota Adult & Teen Challenge** unless a written release of information is obtained. Additionally, individuals should take care to only discuss information about students with internal staff members that have a need to know and should never be discussed within earshot of other students. Please refer to Personnel Policy #PM160 for more information.

**Student Relationships:**

All employees and volunteers are required to maintain appropriate professional boundaries with program students. This includes prohibitions on personal, business, and romantic relationships with current and former students. Please refer to Personnel Policy #PM175 for more information.

**Respect for the Religious Principles of the Organization:**

It is recognized that not all employees or volunteer are required to share religious beliefs of the organization; individuals are prohibited from promoting any belief or policy demonstrating any behavior that contradicts the teaching, philosophy, or beliefs of the **North Dakota Adult & Teen Challenge** program during working hours, or while on the **NORTH DAKOTA ADULT & TEEN CHALLENGE** property.

**Use of Illegal Drugs:**

The possession, use, or sale of illegal drugs is strictly prohibited. Individuals are prohibited from reporting to work under the influence of illegal drugs. Please refer to Personnel Policy #PM190 for more information.

**Alcohol and Tobacco Use:**

The use or possession of alcohol or tobacco products is prohibited on, or within sight of **NORTH DAKOTA ADULT & TEEN CHALLENGE** property (including housing units). In addition, individuals are prohibited from reporting to work while under the influence of alcohol and must ensure that their clothing and person is free of any tobacco or alcohol odors while on **NORTH DAKOTA ADULT & TEEN CHALLENGE** premises. Please refer to Personnel Policy #PM190 for more information.

**Public Conduct Detrimental to the Mission of North Dakota Adult & Teen Challenge:**

Individuals are expected to refrain from public behavior that may affect the relationship between **NORTH DAKOTA ADULT & TEEN CHALLENGE** and its stakeholders. Examples of this type of behavior include: public intoxication, criminal activity, published/broadcasted statements that are contrary to the values and practices of the organization.

**Church Participation/Membership:**

**NORTH DAKOTA ADULT & TEEN CHALLENGE** encourages all staff members to regularly attend Christ centered services at their local church on weekends for spiritual growth and fellowship.

**My signature indicates that I agree to abide by the code of conduct listed above. I understand that this is not an exhaustive list of prohibited or required workplace conduct.**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

All Board Members and Those Employees and Volunteers Charged with Assisting in the  
Spiritual Development of Students

**Agreement with the Core Religious Beliefs of the Organization:**

Religious belief speaks to the core of who we are as an organization and the way we go about meeting our mission. As such, it is a requirement that we all are unified on essentials of our faith. **North Dakota Adult & Teen Challenge** affirms the major historic and orthodox doctrines of the Christian faith. Examples of these are: the triune nature of God, the deity of Jesus Christ, the atoning work of Christ, the necessity of the Holy Spirit in living the Christian life, the necessity for repentance for the forgiveness of sins, salvation through Christ alone, and the Bible as the authoritative and inspired Word of God. It is recognized that individual may differ in some the “non-essential” beliefs or practices held by the organization. It is imperative that those differences are not promoted with students as this will tend to cause confusion and take their focus off their recovery.

**Personal Relationships:**

The types of relationships that a Christian maintains are an important part of an effective testimony. As Christians, we are called to purity and integrity; especially in our closest relationships. For individuals that are not married, this means that sexual relationships are not appropriate outside of marriage. Married individuals are called upon to honor the covenant they have made with their partner and with God. While the New Testament allows divorce in certain circumstances, reconciliation is almost always prescribed. Individuals that are struggling in their relationship are encouraged to seek counseling and to make every effort to reconcile with their spouses.

Character that is marked by the fruit of the Spirit: The Bible teaches that those with a living relationship with Jesus Christ will have characters that are marked by love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Demonstration of these traits goes to the heart of effectiveness in mentoring and role-modeling the lifestyle that leads to permanent recovery in the lives of our students.

**Alcohol and Tobacco Use:**

The issue of alcohol and tobacco use is complex and is the source of many varied beliefs among sincere Christians. The biblical imperative as it relates to alcohol is moderation (not abstinence) and the use of tobacco is not mentioned. The question of alcohol and tobacco use represents a prime opportunity for Christians to exercise their freedom responsibly, carefully, and in Christ-like love.

Because of the fact that majority of our students struggle with severe alcohol and/or tobacco addiction, and the differing opinions over the use of such substances, individual prohibited from using alcohol or tobacco in any situation where students or supporter of **North Dakota Adult & Teen Challenge** are likely to be present.

**Reputation:**

We are called to live lives that are free from scandal and the appearance of impropriety. Whenever possible, individuals should take steps in their personal and business dealings to ensure that their reputation does not discredit their Christian witness.

A passage in the book of Colossians summarizes the type of people we should strive to become by working together. *Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. Let the peace of Christ rule in you hearts, since as members of one body you were called to peace. And be thankful. Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom... with gratitude in your hearts to God. And whatever you do, whether in word or deed, so it all in the name of Lord Jesus, giving thanks to God the Father through him. (Colossians 3:12-17, NIV).*

**North Dakota Adult & Teen Challenge** strives to be faithful to the biblical teachings on qualifications of those in positions of spiritual leadership. We are also aware of the tendency in each of us to fall short of living a life that fully honors God in every area. Our first priority in dealing with situations where individuals fail to live up to this code of conduct is to bring about restoration with their relationship with God and with others.

Unfortunately, some situations may require that individuals be removed from their positions if allowing them to remain would have a serious negative impact on their effectiveness with our students or with their ability to represent the organization. Such decisions will be made after prayerful consideration and other alternatives are examined.

**My signature indicates that I agree to abide by the code of conduct listed above. I understand that this is not an exhaustive list of prohibited or required conduct.**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# North Dakota Adult & Teen Challenge

## PASTORAL/LAY LEADER REFERENCE CHECK

The applicant listed below has requested employment/volunteer consideration with North Dakota Adult & Teen Challenge. North Dakota Adult & Teen Challenge is a 13 month Christian residential recovery program for adults with chemical addiction problems. All staff members working directly with our students must be able to model a solid Christian lifestyle.

We are especially interested in the applicant's ability to maintain professional boundaries with our students. Because of the nature of our program, and the large amount of responsibility given to our staff members, we are requesting your help by completing the following questions on this applicant in an objective manner. Thank you so much.

**ALL ANSWERS WILL BE KEPT STRICTLY CONFIDENTIAL**

Applicant: \_\_\_\_\_ How long have you known the applicant? \_\_\_\_\_

How do you know the applicant: \_\_\_\_\_

What are the applicant's strong points? \_\_\_\_\_  
\_\_\_\_\_

What are the applicant's weak points? \_\_\_\_\_  
\_\_\_\_\_

In your opinion, is the applicant suitable for working with vulnerable adults? **Yes / No**

In your opinion, can the applicant maintain professional boundaries with students (consistent treatment, not displaying favoritism, submission to established procedures, not getting too close, etc)? **Yes / No / Unsure**

In your opinion, does the applicant have the spiritual maturity needed to effectively model a Christian lifestyle?  
**Yes / No / Unsure**

On a scale of 1 to 5, with 5 being the best and 1 the worst, please rate the applicant in the following areas:

\_\_\_ **Cooperation** \_\_\_ **Initiative** \_\_\_ **Reliability** \_\_\_ **Maturity** \_\_\_ **Leadership** \_\_\_ **Assertiveness**

I \_\_\_ **recommend** \_\_\_ **recommend with reservations** \_\_\_ **do not recommend** this person to work at NDTC.

\_\_\_ **I prefer to discuss this further on the phone.** Please give me a call at: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_