



Liberty's Station Internship Program

Initial Application for Adults with Employment Barriers

Serving individuals with employment obstacles through meaningful job training and placement by developing their God-given potential.

We are so pleased you are applying to be part of the internship program at Liberty's Station! Please refer to the 'Internship Information: Adults with Employment Barriers' document for more information about Liberty's Station and the internship program prior to completing this application. If you have a disability, please complete the 'Initial Application for Adults with Disabilities' form.

To assist in meeting our mission and objectives, please take a moment to review the following criteria to ensure the applicant is eligible for our internship program.

Applicants experiencing other employment barriers must:

- experience a barrier to employment, such as being justice-involved, veterans, addiction recovery, etc.
- be at least 18 years old
- have the social skills to interact positively and appropriately with others
- have reliable transportation to and from Liberty's Station
- have a social security number

PERSONAL INFORMATION

Today's Date: _____

Applicant's Last Name	Applicant's First Name	Date of Birth
Current Address		
Applicant's Phone Number	Applicant's Email Address	
Referred by	Referral Contact Information	
Emergency Contact Name	Emergency Contact Phone	Emergency Contact Relationship

Preferred contact method (please circle one): call text email



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Please specify current employment barrier: _____

Why would you like an internship at Liberty's Station, and how would you be a valuable member of the team?

Feel free to attach a resume that includes education and employment history. If you do not have a current resume that includes any of these items, please fill in the tables below.

EDUCATIONAL HISTORY

Please tell us about your educational experience and highest level accomplished/degree or diploma earned. Include any certifications you have received.

Dates of Education	Institution & Location	Education Level	Contact Name & Phone
From: To:			
From: To:			
From: To:			



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EMPLOYMENT HISTORY

Please tell us about your most recent or relevant employment history or volunteer experience(s).
 If you do not have work or volunteer experience, what would be your ideal job in the future?

Dates of Employment	Employer & Phone Number	Position	Contact Name & Phone
From: To:			
From: To:			
From: To:			

May we contact your previous employer or job training organization? Yes No

If No, please explain: _____

REFERENCES

Please provide at least one service providers (i.e. job coach, teacher, direct supervisor, social worker) or work related references. If not applicable, please list a personal reference.

Reference Name	Phone Number	Relationship to Appl.	Years Known



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By signing below, you affirm that all information provided in this application is as complete and accurate as possible. You understand that the Liberty's Station internship is a job training program and does not guarantee employment at Liberty's Station or in the community. You are aware that in order for an applicant to participate in this internship, the applicant must meet the eligibility criterion listed in this application.

Print Name _____

Signature _____ Date _____

Once the initial application has been reviewed, the applicant will be called in for an interview. If the applicant appears to be a good candidate for our internship program, a secondary application must be completed with more detailed information and then we will ask the applicant to come volunteer as we begin the assessment process. Assessment will be conducted by our occupational therapy team and may require 1-3 sessions. Once the applicant has been deemed appropriate for our internship program, a hiring ceremony will be held and the uniform will be presented.

Interns will be required to wear a uniform: Liberty's Station will provide the men with a button-down shirt and cap, and for the ladies, an apron and bandana. Interns will need to provide their own black pants and belt, black socks, and slip resistant, closed-toe, black shoes. The ladies will also have to provide their own chambray/denim button-down blouse; or a gray or blue polo shirt. If the applicant is unable to provide the components of his/her uniform, please contact us for assistance before deciding not to apply for the program.

Please email the completed application to:
Liberty's Station: info@LibertysStationTN.org

If unable to email the application:
Mailing address: Liberty's Station
2441-Q Old Fort Pkwy # 453, Murfreesboro, TN 37128

Liberty's Station is committed to equal employment and volunteer opportunity without regard to age, ancestry, disability, national or ethnic origin, race, sex, marital status, political belief, or veteran status.