

The Refuge Qualifications for Career Connection

Career Connection is an opportunity that The Refuge provides for those who are interested in improving their employment potential in order to move toward vocation and career. Career Connection is concerned with providing quality information and teaching, but also has a practical side. Particular qualities and behaviors are essential for admission to and continuation in Career Connection. These include, but are not limited to, responsibility, communication, and follow through. The submission of an application does not guarantee that an applicant will be invited to attend training. An invitation to attend does not guarantee continuation in classes. Certain non-negotiable qualities, attitudes, and behaviors are required.

In order to be invited to the classes, all of the following must be accomplished.

1. Complete the Career Connection Application Form.
2. Communication. Applicants must be reachable. This means that either a working number with available voice mail boxes or frequent visits to our office are essential. Communication includes our ability to reach you and your response to any messages left. Those who cannot be reached or do not stay in contact with us will be replaced by candidates that we have open communication with.
3. Completion and passing of drug test no less than 10-days before class begins. Forms are picked up at The Refuge office. Testing is done at ArcPoint Labs.
4. Payment of a \$25 registration fee or a formal arrangement to pay.
5. Completion of any pre-testing as required by The Refuge.
6. Looking for a full-time career. This is not for those seeking part-time or temporary employment.
7. Must commit to providing employment information to The Refuge for 6-months after completion of Career Connection. This data is required by our funders and is a factor in determining our continued funding for the program.

In order to be remain in classes, all of the following must be accomplished.

1. Be on time for each class session. Those who are chronically late will be dismissed from classes.
2. Attendance at all classes for the duration of Career Connection is required. Make up classes are not offered. Those missing any class may apply for the next Career Connection session, but are not guaranteed a spot. Obviously, extreme circumstances will be considered (hospitalization, extreme sickness, or genuine emergencies only).
3. Be attentive and participate in every aspect of classes.
4. Be prepared to keep mobile phones on vibrate and stored out of site. Distractions must be kept to a minimum.
5. During class sessions, only use computers for the class being taught. We schedule time for other make-up work.