

REENTRY PACKET

Your Customized Guide to Support your Successful Transition



National Web-based Reentry Resource Center

www.fairshake.net

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Maurice Sprewer

414.874.1657 (list the BEST contact number you have)

Maurice.sprewer@dwd.wisconsin.gov

(be sure that your email address is professional)

EXAMPLE of a FUNCTIONAL Resume'

Production Worker and General Laborer Committed to Safety and Quality

(personal branding statement - describes position and a quality that makes you great at it)

Summary of Skills: *(make sure the skills are relevant to the job you are applying for - usually found in the job description)*

- Sorting, grading, weighing, and inspecting products, verifying and adjusting product weight or measurement to meet specifications.
- Observing machine operations to ensure quality and conformity of filled or packaged products to standards.
- Monitoring the production line, watching for problems such as pile-ups, jams, or glue that isn't sticking properly.
- Attaching identification labels to finished packaged items, or cut stencils and stencil information on containers, such as lot numbers or shipping destinations.
- Stocking and sorting product for packaging or filling machine operation, and replenishing packaging supplies, such as wrapping paper, plastic sheet, boxes, cartons, glue, ink, or labels.
- Packaging the product in the form in which it will be sent out, for example, filling bags with flour from a chute or spout.
- Inspecting and removing defective products and packaging material.
- Starting machine by engaging controls.
- Removing finished packaged items from machine and separate rejected items.
- Counting and recording finished and rejected packaged items.
- Stopping or resetting machines when malfunctions occur, clearing machine jams, and reporting malfunctions to a supervisor.
- Removing products, machine attachments, or waste material from machines.
- Transferring finished products, raw materials, tools, or equipment between storage and work areas of plants and warehouses, by hand or using hand trucks.
- Packing and storing materials and products.
- Helping production workers by performing duties of lesser skill, such as supplying or holding materials or tools, or cleaning work areas and equipment.
- Counting finished products to determine if product orders are complete.
- Measuring amounts of products, lengths of extruded articles, or weights of filled containers to ensure conformance to specifications.
- Following procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
- Mixing water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Loading and unloading items from machines, conveyors, and conveyances.
- Operate machinery used in the production process, or assist machine operators.
- Placing products in equipment or on work surfaces for further processing, inspecting, or wrapping.

Relevant Production and General Labor Experience

General Laborer (Position while incarcerated)

State of Wisconsin / Badger State Industries / FBOP *(whichever applies)*

year - year

City, State

Previous Relevant Employment

Previous Employer

year - year

City, State

Other Experience

Previous Relevant Employment

Previous Employer

year - year

City, State

Education

Relevant Education

(Relevant Degree / Diploma)

*Created by Maurice Sprewer Employment & Training Specialist / Reentry Coordinator
DWD / Job Service 4201 N. 27th Street Suite 602 Milwaukee, WI 53216*

ASA J. PETERS

1514 Campbell, D1 Jefferson City, Missouri 64108
(816) 667-0421 (816) 992-1421

AREAS OF RELEVANT SKILL

Multi-dimensional individual with experience as **heavy equipment operator, driver, or laborer** with technical knowledge in surveying, welding, and general maintenance. Excellent safety record and willingness to do more than what is expected. Communicate and interact effectively with diverse cultures.

- **Heavy Equipment Operations:** Forklift, Tractor, Loader, Backhoe, Motor Grader, Track Loader, Bulldozer, Bobcat Skid/Steer Loader, Scraper
- **Driver:** Dump Truck, Over-the-Road
- **Technical:** Surveying, Welding
- **Maintenance:** General, Preventative, Carpentry, Painting

EDUCATIONAL BACKGROUND

Linn State Technical College

Heavy Equipment Operator Certificate Course

Welding; Blueprint Interpretation; Surveying; Preventative Maintenance

American Truck Driving School

Over-the-Road Truck Driving Certificate Course

Northwest Missouri Community College

Introduction to Computer Information Systems; Basic Programming; Data Files; Structural Programming; Microcomputer Operating Systems

EMPLOYMENT HISTORY

TEMPORARY ASSIGNMENTS, Jefferson City & Cameron, MO

- Store Clerk/Stocker
- Library Clerk/Data Entry Clerk
- Computer Operator/Data Entry Clerk
- Chapel Head Clerk
- AM/PM Baker/Store Clerk

LINN TECHNICAL COLLEGE, Linn, MO

- Maintenance Technician – General maintenance, cleaning, carpentry, and lawn care.

SPRINGFIELD PARKS AND RECREATION DEPARTMENT, Springfield, MO

- Laborer, Park Maintenance

MAZZIO'S PIZZA, Springfield, MO

- Delivery Driver

DRIVEWAY PAVING, Toledo, OH

- Dump Truck Driver/Laborer

NORTH AMERICAN VAN LINES, Ft. Wayne, IN

- Over-The-Road Driver

This resume example created by and for *Expert Résumé's for People Returning to Work*

Wendy S. Enelow and Louise M. Kursmark
2003 JIST Publishing Inc. Indianapolis, IN

ARTHUR F. ECK, JR.

639 Arcadia Street Rochester, NY 12239
387-458-3241

OBJECTIVE

BREAKFAST and LUNCH COOK

To assist a restaurant in attracting and retaining a strong customer base,
by applying a passion for the culinary arts and a strong work ethic.

PERSONAL PROFILE

- Experience working in a kitchen environment, filling orders and developing menu items.
- Ability to get the job done by employing critical thinking and problem resolution skills.
- Work well as a team player and independently with very little supervision.
- Received commendations for being dependable and hardworking.
- Bilingual, Spanish and English.

COOKING SKILLS

- ✓ Prepared a selection of entrees, vegetables, desserts, and refreshments.
- ✓ Cleaned the grill, food preparation surfaces, counters, and floors.
- ✓ Met high quality standards for food preparation, service, and safety.
- ✓ Trained and supervised workers.
- ✓ Maintained inventory logs and placed orders to replenish stocks of tableware, linens, paper, cleaning supplies, cooking utensils, food, and beverages.
- ✓ Received and checked the content of deliveries and evaluated the quality of meats, poultry, fish, vegetables, and baked goods.
- ✓ Oversaw food preparation and cooking.

RESTAURANT EXPERIENCE

Kitchen Worker – State of New York (Coxsackie Correctional Facility); Coxsackie, NY

Short Order Cook – Rockies Breakfast Bar; Rochester, NY

Prep Cook/Laborer – New World Diner; Rochester, NY

Lunch and Dinner Cook – Albany's Italian American Restaurant; Albany, NY

MILITARY SERVICE

U.S. Navy – Machinist Mate E-3 – *Honorable Discharge*
GED obtained

Advocacy - Justice Involved Organizations

Prisoner Visitation and Support (PVS) is a volunteer visitation program to Federal and Military prisoners throughout the United States.

1501 Cherry St
Philadelphia PA 19102
Phone: (215) 241-7117
PVS@afsc.org

<http://www.prisonervisitation.org/>

Advocacy - Justice Involved Organizations

Are you facing a legal issue, or just looking for more information about a specific legal topic? FindLaw's Learn About the Law section is the perfect starting point. Learn About the Law features informational articles about a wide variety of legal topics, as well as specific information about subjects such as how to hire an attorney and understanding your state's unique laws.
<http://www.findlaw.com/>

Citizenship - Birth Certificate

2 N. Meridian St.
Indianapolis, IN 46204
317-233-1325
Toll-Free: 1-800-382-9480

The certificate will cost \$100.00 plus \$4.00 for each additional copy.
https://www.in.gov/health/vital-records/order-now/#Order_through_Indiana_Department_of_Health

Citizenship - Birth Certificate

We work directly with hundreds of government agencies nationwide to provide consumers with the ability to securely order their vital records online. Government agencies across the nation trust VitalChek to handle your vital record orders, and you can too.
https://www.vitalchek.com/order_main.aspx?eventtype=birth

Citizenship - Consumer Services

Consumer advice, including what to do if you were scammed.
<http://www.consumer.ftc.gov/>

Citizenship - Consumer Services

NACAs mission is to promote justice for all consumers. We provide a forum for communication, education, networking, and information-sharing among consumer advocates across the country. We also serve as a voice for consumers in the ongoing struggle to curb unfair or abusive business practices that harm consumers. The National Association of Consumer Advocates (NACA) is a nonprofit association of more than 1,500 attorneys and consumer advocates committed to representing consumers interests.
<http://www.consumeradvocates.org/>

Citizenship - Department of Motor Vehicles

Indiana Government Center North
100 North Senate Avenue 4th Floor
Indianapolis, IN 46204
800-457-8283
<https://www.in.gov/bmv/>

Advocacy - Justice Involved Organizations

122 Commerce Street
Montgomery, AL 36104
(334) 269-1803

EJI is committed to ending mass incarceration and excessive punishment in the U.S., challenging racial and economic injustice, and protecting basic human rights for the most vulnerable people in American society. EJI is working to end our misguided reliance on over-incarceration.
<https://eji.org/criminal-justice-reform/>

Citizenship - Birth Certificate

Certified copies of birth and death certificates are available from the Indiana State Department of Health
<http://www.in.gov/isdh/20444.htm>

Citizenship - Birth Certificate

Office of Vital Records
1st Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243
Remarks: The Vital Records Office maintains birth records for 100 years.
<https://www.tn.gov/health/health-program-areas/vital-records/certificate.html>

Citizenship - Consumer Services

The Consumer Services Guide is searchable directory of resources which can help you with consumer problems and questions. This link directs you to the Categories page, where you can search topics to find national, state and local resources.
<http://www.consumerservicesguide.org/resources/national/browse/category/>

Citizenship - Consumer Services

This is the states one-stop resource for consumer information and education brought to you by the Indiana Attorney General's Consumer Protection Division. Here you can find the answers to questions on the minds of many Hoosier consumers just like you. Information on current topics such as identity theft, schemes and scams in the marketplace, rising fuel prices, prescription medication and recalled products is just a click away.
<http://www.in.gov/attorneygeneral/2336.htm>

Citizenship - Consumer Services

Toll-Free Consumer Hotline: 800-638-2772 (TTY 800-638-8270) 8 a.m. - 5.30. p.m. ET
CPSC is committed to protecting consumers and families from products that pose a fire, electrical, chemical, or mechanical health hazard.
<http://www.cpsc.gov/>

Citizenship - Department of Motor Vehicles

No state address or phone number has been provided.
County addresses are listed on the website.
<https://www.tennesseedriversservices.org/>

Citizenship - Legal Assistance

Heartland Pro Bono Council
151 N. Delaware Street 1800
Indianapolis, IN 46204

Citizenship - Legal Assistance

151 N. Delaware Suite 1800
Indianapolis, IN 46204
(317) 631-9410

Citizenship - Legal Assistance

1207 Conner Street
Noblesville, IN 46061
(317) 415-5337

Citizenship - Legal Assistance

615 North Alabama Street
Indianapolis, IN 46204
(317) 635-9538

Citizenship - Legal Assistance

151 N. Delaware Suite 1800
Indianapolis, IN 46204
(317) 631-9410

Citizenship - Legal Assistance

Market Square Center
151 North Delaware
Suite 1800
Indianapolis, IN 46204
(317) 631-9410
<http://www.indianalegalservices.org/node/583/indiana-legal-services-indianapolis>

Citizenship - Legal Assistance

Handles limited number of civil rights-related cases
DO NOT send request for legal assistance by telephone. Please submit an online form that can be found under Legal listed on the website.
ACLU of Indiana
1031 East Washington Street
Indianapolis, Indiana 46202
Phone: (317) 635-4056, ext. 102
Fax: (317) 635-4105
<http://www.aclu-in.org/>

Citizenship - Protection from Discrimination

National Headquarters
4805 Mt. Hope Drive
Baltimore, MD 21215
(877) NAACP-98 (toll free)
(410) 580-5777 (local)
Works to eliminate disparate treatment in all aspects of law enforcement and criminal-justice systems, including capricious racial profiling practices. Works to ensure fair and equitable trials and sentences. Works to ensure felony re-entry. Promotes a moratorium on the death penalty. The NAACP has offices in all 50 states, including Washington, DC. Please see their website for information on your local office.
<http://www.naACP.org/>

Citizenship - Social Security Card

Getting a replacement Social Security number (SSN) card has never been easier. As long as you're only requesting a replacement card, and no other changes, you can use our free online services from anywhere.

<https://www.ssa.gov/myaccount/replacement-card.html>

317-614-5304

Citizenship - Legal Assistance

3333 N Meridian Street
Suite 201
Indianapolis, IN 46208
(317) 429-4131

Citizenship - Legal Assistance

135 N. Pennsylvania St., Ste 1500
Indianapolis, IN 46204
(317) 269-2222

Citizenship - Legal Assistance

321 North State Street
Greenfield, IN 46140

Citizenship - Legal Assistance

The ACLU has an affiliate in every state and Puerto Rico. Affiliates handle requests for legal assistance, lobby the state legislatures and host public forums throughout the year. Find your local affiliate by visiting their website.
<https://www.aclu.org/affiliates>

Citizenship - Legal Assistance

Indiana Legal Services, Indiana Justice Services
Offices throughout the state
Provides low-cost legal services to low-income, elderly, migrant farm worker clients. Click "Find Legal Help" tab for regional offices.
<http://www.indianalegalservices.org/>

Citizenship - Protection from Discrimination

The ACLU works in courts, legislatures, and communities to defend and preserve the individual rights and liberties that the Constitution and the laws of the United States guarantee everyone in this country.
<https://www.aclu.org/issues/smart-justice/re-entry>

Citizenship - Voting Rights

The Brennan Center map summarizes state laws on criminal disenfranchisement, which excludes millions of Americans from the democratic process.

<https://www.brennancenter.org/issues/ensure-every-american-can-vote/voting-rights-restoration/disenfranchisement-laws>

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Computers and Technology - Equipment Internet and Training

Everyone On helps unlock social and economic opportunity by connecting low-income people to affordable internet service and computers, and delivering digital skills trainings. Find Low-Cost Internet Service, Computers and Free Training in

Citizenship - Voting Rights

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<https://www.brennancenter.org/issues/ensure-every-american-can-vote/voting-rights-restoration/disfranchisement-laws>

Clothing - Interview and Career Clothing

The mission of Dress for Success is to empower women to achieve economic independence by providing a network of support, professional attire, and the development tools to help women thrive in work and in life.

<https://dressforsuccess.org/affiliate-list/>

Education - Continuing Education

Inside-Out Prison Exchange Program (Plainfield & Indianapolis)

420 University Blvd,
Indianapolis, IN 46202

317-274-5555

Plainfield Re-Entry Educational Facility and Indiana-Women-Prison - Incarcerated students and IUPUI students

The Inside-Out Prison Exchange Program increases opportunities for men and women, inside and outside of prison, to have transformative learning experiences that emphasize collaboration and dialogue, inviting participants to take leadership in addressing crime, justice, and other issues of social concern.

<http://www.insideoutcenter.org/>

Education - Free Audio Books

Free cultural and educational media access.

<https://www.openculture.com/freeaudiobooks>

Education - Higher Education

Freshman Year for Free. Take tuition-free, high quality courses online from top institutions for college credit. Modern States Education Alliance is a non-profit dedicated to making a high quality college education free of cost and accessible to any person who seeks one. Its founding principle is that access to affordable education is fundamental to any philosophy that respects all individuals, and fundamental to the American dream. Modern States' initial program, Freshman Year for Free, is intended to let students earn up to one year of college credit without tuition or textbook expense. Modern States hopes to provide links for students to tutoring, mentoring and college advising groups as well.

https://modernstates.org/?gclid=EAlaIQobChMIoIO16uee9glVI_3jBx34gQCHEAAYASAAEgKfRfD_BwE

Employment - Employment Services

Office of Reentry
220 French Landing Drive
Nashville, Tennessee 37243
844-224-5818

<https://www.tn.gov/workforce/reentrytn.html>

Employment - Employment Services

2441 N. Morton St
Franklin, IN 46131

Your Area!

<https://www.everyoneon.org/find-offers>

Education - Free Audio Books

Free public domain audiobooks. LibriVox has a huge selection of free audiobooks that are recordings of volunteers who have read chapters from books that are in the public domain.

<https://librivox.org/>

Education - Higher Education

A university that works for you. Our 100% online, tuition-free degree programs are designed to fit your life.

Programs: Business Administration, Computer Science, Health Science, Education, Associate Degree, Bachelor Degree, Master Degree

<https://www.uopeople.edu/>

Employment - Employment Services

We are dedicated to helping you find your next career! The National Urban League is a historic civil rights organization dedicated to elevating the standard of living in historically underserved urban communities. Founded in 1910, the National Urban League spearheads the effort of its local affiliates through the development of programs, public policy research and advocacy.

<http://www.nuljobsnetwork.com/>

Employment - Employment Services

1780 Melody Lane
Greenfield, IN 46140

Branch Hours

8am - 5pm Monday - Friday

Phone: (317) 462-8387

Fax: (317) 462-8391

<http://www.spartanstaffing.com>

Employment - Employment Services

150 N. Perry Road

Plainfield IN 46168

Phone: 317-837-9520

<http://www.selectstaffing.com/SelectStaffing/main.cfm?nlvl=1>

Employment - Employment Services

7015 Kentucky Avenue Suite 104

Camby, IN 46113

Phone: 317-856-9600

Fax: 317-856-6144

Email:

indianapolissouthwest.in@elwoodstaffing.com

<http://www.elwoodstaffing.com>

Employment - Employment Services

1137 North State Street Suite B

Greenfield, IN 46140

Phone: 317-462-9720

Fax: 317-462-9721

Email: greenfield.in@elwoodstaffing.com

<http://www.elwoodstaffing.com>

Employment - Employment Services

7940 N. Michigan Rd. Suite 6

Indianapolis, IN 46203

Phone: 317-275-6904

Fax: 317-275-6909

Branch Hours
8am - 5pm Monday - Friday
Phone: (317) 736-9920
Fax: (317) 736-9445
<http://www.spartanstaffing.com>

Employment - Employment Services

1209 S. High School Road
Indianapolis, IN, 46241
317-247-0025
317-247-0409
<http://www.coworxstaffing.com/>

Employment - Employment Services

2797 North Morton Street Suite D
Franklin, IN 46131
Phone: 317-736-6993
Fax: 317-736-5975
Email: franklin.in@elwoodstaffing.com
<http://www.elwoodstaffing.com>

Employment - Employment Services

9520 Uptown Drive Suite J
Indianapolis, IN 46256
Phone: 317-849-5800
Fax: 317-849-5844
Email:
indianapolisnortheast.in@elwoodstaffing.com
<http://www.elwoodstaffing.com>

Employment - Employment Services

4908 South Emerson Ave.
Indianapolis, IN 46203
Phone: 317-782-8100
Fax: 317-782-8190
Email:
indianapolissoutheast.in@elwoodstaffing.com
<http://www.elwoodstaffing.com>

Employment - Employment Services

America Works includes work readiness training, vocational training, career placement, career advancement, and employment retention services. Our mission is to equip each individual who comes to our offices with the right tools so that they are able to provide for themselves and their loved ones. People find employment, and employers find talent! Due to the Coronavirus Pandemic, you must contact the office first before you can engage in in-person services. Click on the link above to find the location nearest to you.
<https://americaworks.com/virtual-contact-info/>

Employment - Licensing Information

Find information about professional licensing and business permits.
<http://www.in.gov/pla/>

Employment - Staffing Agency

PeopleReady has re-imagined and simplified the path that connects people and work. Whether you need workers or you're looking for new job opportunities, we're ready to deliver results for you today.
<https://www.peopleready.com/>

Employment - Temporary Staffing Agency

We are always in need of dependable people who are ready to serve the growing needs of our

Email:
indianapolisnorthwest.in@elwoodstaffing.com
<http://www.elwoodstaffing.com>

Employment - Employment Services

1822 East Main St.
Plainfield, IN 46168
Phone: 317-837-8895
Fax: 317-837-8925
Email: plainfield.in@elwoodstaffing.com
<http://www.elwoodstaffing.com>

Employment - Job Training

1125 Brookside Avenue, Suite D12
Indianapolis, Indiana 46202
Tel: 317.532.1367

Electronics Recycling and Workforce Training

RecycleForce helps ex-offenders break down the barriers to employment by providing transitional jobs for up to six months, as well as comprehensive services designed to get their lives back on track.
<http://www.recycleforce.org/workforce-training>

Employment - Licensing Information

500 James Robertson Pkwy
Nashville, TN 37243-0565
615-741-2241
Find Information about regulated professions and activities.
<https://www.tn.gov/commerce/licensing-regulation/s.html>

Employment - Staffing Agency

Manpower is dedicated to enriching people's lives with meaningful employment and development opportunities, as we have done for more than 60 years.
<https://www.manpower.com/ManpowerUSA/home>

Employment - Workforce Development

402 West Washington St.
Room W195
Indianapolis, IN 46204
317-232-2655
<http://www.in.gov/dol/>

Employment - Workforce Development

Job seeker resources, training, GED, job fairs and much more.
<https://www.in.gov/dwd/>

Family - Child Services

Find information about child care, child support and family services.
<https://www.in.gov/dcs/>

Family - Department of Human Services

All services can be found on the website.
<https://www.tn.gov/humanservices.html>

Family - Family Support

On any given day, an estimated 2.7 million children in America have at least one parent in prison or jail. NRCCFI is the oldest and largest organization in the U.S. focused on children and families of the

customers. Labor Ready is an equal opportunity employer and encourages diverse candidates to apply for employment.
800-24-LABOR
<https://www.peopleready.com/>

Employment - Workforce Development

All services can be found on the website.
<https://www.tn.gov/residents/workforce-services.html>

Family - Child Care

TDHS provides financial assistance with child care costs for families meeting income guideline criteria through several child care assistance programs. Its also called the subsidized child care program.
<https://www.tn.gov/humanservices/for-families/child-care-services/child-care-payment-assistance/child-care-certificate-program.html>

Family - Childrens Programs

They provide a lot of information, social services and education in the Middle Tennessee area.
<https://www.kidcentraltn.com/>

Family - Family Services

All services can be found on the website.
<https://www.tn.gov/children-and-families.html>

Family - Parenting

Call us at 855-427-2736 - English and Spanish 8 am - 8 pm Pacific Standard Time
We offer free emotional support through innovative, evidence-based programs proven to strengthen the empowerment journey of parents, children, youth, and communities.
Parents Anonymous is now a Free Evidence-Based family strengthening program for Parents or anyone in a parenting role, and Children and Youth, to address personal, psychological, peer, mental health, or substance abuse concerns.

<https://www.raisingfuture.org/>

Family - Parenting

1-855-427-2736
Weekdays: 10:00 am pst to 7:00 pm pst
The National Parent Helpline is here for you and is open to parents and caregivers of children and youth of all ages. They offer Resources, a Helpline and Printable Materials!
<https://www.nationalparenthelpline.org/find-support>

Food - Food Pantry

WhyHunger Hotline: 866-348-6479
Call, text or click on the link to their website to find food pantries, soup kitchens, summer meals sites, government nutrition programs and grassroots organizations.
<http://www.whyhunger.org/find-food>

Food - Food Pantry

Ample Harvest works to reduce food waste by connecting gardeners to their local food pantries so that excess garden bounty can be shared with those in need. Use the search tool to look for a local food pantry near you.
<https://ampleharvest.org/find-food/>

incarcerated and programs that serve them.
Disseminating accurate and relevant information
Guiding the development of family strengthening policy and practice
Training, preparing, and inspiring those working in the field
Including the families in defining the issues and designing solutions

<https://nrccfi.camden.rutgers.edu/>

Family - Parenting

<http://www.state.tn.us/humanserv/>

Food - Food Pantry

There are several food pantries and food banks in the state of Indiana!
<https://www.foodpantries.org/st/indiana>

Food - Food Pantry

Find a food bank near you! The Feeding America nationwide network of food banks secures and distributes more than 3 billion meals each year. Contact your local community food bank to find food.
<http://www.feedingamerica.org/find-your-local-food-bank/>

Food - Food Pantry

Find local pantries, soup kitchens, food shelves, food banks and other food help.
<https://www.foodpantries.org/st/tennessee>

Free - Free Phone

Assurance Wireless
P.O. Box 5040
Charleston, IL 61920-9907
1-888-321-5880
Assurance Wireless provides eligible consumers with free monthly data, unlimited texting, free monthly minutes plus a free Smartphone. Lifeline enrollment is available to individuals who qualify based on federal or state-specific eligibility criteria. Residents of homeless shelters, nursing homes and temporary addresses may also be eligible.
<https://www.assurancewireless.com/lifeline-services/what-lifeline>

Free - Free Stuff

We are a grassroots and entirely nonprofit movement of people who are giving and getting stuff for free in their own Towns. It's all about reuse and keeping good stuff out of landfills. Membership is free.
<https://www.freecycle.org/>

Free - Free Stuff

Free stuff in your city. Please visit the website, look at the middle column once you're there, and under the FOR SALE header you will see a little link that says FREE. Follow that link and see all of the free stuff listed in your city! It is constantly being updated, so check back often.
<http://craigslist.org>

Health - Addiction Recovery

2506 Willowbrook Parkway, Suite 300,
Indianapolis, IN
317-257-3903

Free - Free Phone

Assurance Wireless
P.O. Box 5040
Charleston, IL 61920-9907
1-888-321-5880

Assurance Wireless provides eligible consumers with free monthly data, unlimited texting, free monthly minutes plus a free Smartphone. Lifeline enrollment is available to individuals who qualify based on federal or state-specific eligibility criteria. Residents of homeless shelters, nursing homes and temporary addresses may also be eligible.
<https://www.assurancewireless.com/lifeline-service/what-lifeline>

Free - Free Stuff

Freecycle.org
<http://www.freecycle.org>

Free - Free Stuff

We are a grassroots and entirely nonprofit movement of people who are giving and getting stuff for free in their own Towns. It's all about reuse and keeping good stuff out of landfills. Membership is free.
<https://www.freecycle.org/>

Health - AA NA AlAnon

This online resource connects individuals and families to AA Meetings, NA Meetings, Al-Anon Meetings and other supportive information. Scroll down to find meetings in your state!
<https://findrecovery.com/>

Health - Addiction Recovery

697 Pro-Med Lane, Carmel, IN
317-574-0055
OUTPATIENT SERVICES
Adult, Addiction, Child/Adolescent, Continuing Services,
Supported Employment and Crisis Center
<http://www.aspireindiana.org>

Health - Addiction Recovery

SMART Recovery is the leading self-empowering addiction recovery support group. Our participants

learn tools for addiction recovery based on the latest scientific research and participate in a world-wide community which includes free, self-empowering, science-based mutual help groups.

The SMART Recovery 4-Point Program helps people recover from all types of addiction and addictive behaviors, including: drug abuse, drug addiction, substance abuse, alcohol abuse, gambling addiction, cocaine addiction, prescription drug abuse, sexual addiction, and problem addiction to other substances and activities. SMART Recovery sponsors face-to-face meetings around the world, and daily online meetings. In addition, our online message board and 24/7 chat room are excellent forums to learn about SMART Recovery and obtain addiction recovery support. If you're new to SMART Recovery, get started with our introduction on the website.
<http://www.smartrecovery.org/>

OUTPATIENT SERVICES

Adult, Child/Adolescent, HIV/AIDS, Addiction services for
Adults and Adolescents, Medication Management
<http://www.aspireindiana.org>

Health - Addiction Recovery

17840 Cumberland Road, Noblesville, IN
317-773-6864

OUTPATIENT SERVICES

Adult, Addiction and Child/Adolescent Services
<http://www.aspireindiana.org>

Health - Alcoholics Anonymous

There are over 118,000 Alcoholics Anonymous groups around the world. To find a local AA meeting today you can search by state, city, and day of the week. Can't find one close enough? Consider online AA meetings which offer the same wonder community from the comfort of your own home.
https://findrecovery.com/aa_meetings/

Health - Alcoholics Anonymous

Find meetings near you.
<https://sober.com/aa-meetings/tennessee/>

Health - Free/Sliding Scale Clinic

PO Box 1367
Indianapolis, IN 46206
(317) 962-1001

Health - Free/Sliding Scale Clinic

Clinics listed on our website offer services for free or at a reduced rate. Many clinics are operate under a sliding scale schedule. This means that costs to patients are calculated based on income.
<https://www.freeclinics.com/>

Health - Free/Sliding Scale Clinic with Dental

There are many types of health clinics nationwide. There are low cost, affordable, sliding scale, medicaid accepted, community health care clinics, emergency clinics and regular medical clinics. Our directory provides not only the clinics listed, but also information, pictures, comments, and reviews on these clinics.

<https://www.clinicdirectory.org/state/tennessee.html>

Health - Health Department

All services can be found on the website.
<https://www.tn.gov/health.html>

Health - HIV/AIDS Services

Find information about HIV/AIDS and state funded services
<http://www.in.gov/isdh/17397.htm>

Health - Narcotics Anonymous

Join the millions who have found comfort and hope within these nonjudgmental communities and have successfully freed themselves from the struggles of addiction. Find local NA meetings by location, day of the week, and time.
<https://findrecovery.com/na-meetings/>

Health - Narcotics Anonymous

Health - Alcoholics Anonymous

Find AA meetings throughout the state, in a variety of formats, to meet you where you are on your journey.

<https://sober.com/aa-meetings/indiana/>

Health - Crisis Hotline

Domestic Violence Hotline 1-800-799-7233(SAFE)

StrongHearts Native Helpline 1-844-7NATIVE

(1-844-762-8483)

Runaway Safeline 1-800-RUNAWAY /

1-800-786-2929

Human Trafficking Hotline 1-888-373-7888

Child Abuse Hotline - 1-800-4-A-CHILD

(1-800-422-4453)

Substance Abuse Treatment - 1-800-662-HELP (4357)

Center for Missing and Exploited Children (NCMEC) Hotline - 800-8435678

Sexual Assault Telephone Hotline - 800-656-HOPE (4673)

Suicide Prevention Lifeline Hotline - 800-273-8255

<https://www.acf.hhs.gov/acf-hotlines-helplines>

Health - Free/Sliding Scale Clinic

1,400 Free and Charitable Clinics and Pharmacies provide access to healthcare for uninsured and underinsured people in communities across the U.S. Find one near you!

<https://nafcclinics.org/>

Health - Free/Sliding Scale Clinic with Dental

Listings that can help low-income and uninsured people connect with a clinic or community health center in their area. These clinics offer free and discounted rates for medical and dental care. Our county listings include contact information, a listing of services and any further remarks that may be pertinent to our users, such as free services provided, discounted services provided and clinic operating hours.

https://freeclinicdirectory.org/indiana_care.html

Health - Free/Sliding Scale Dental Clinic

We continuously update our website with new information on dental clinics. Many of the resources for dental care are free, but many are based on income and/or discounted in other manners. Please review the listings and contact the dental clinics through the websites provided (and/or phone numbers listed), to obtain full details. We do not offer guidance. If you find any of our information improper, or if you have any question, please email us at support@thedentistsneartheme.com. We will immediately reply to your email.

https://www.usdentalservice.com/?gclid=EAlaIQobChMIyaH1p9_k9gIVWZcAAB0Irg1FEAEYASAAEgK7c_vD_BWE

Health - Health Department

Every Hoosier reaches optimal health regardless of where they live, learn, work, or play.

All services can be found on the website.

<https://www.in.gov/health/>

Health - HIV/AIDS Services

Assists ex-offenders with employment and housing resources; provides support services to families of

Find Tennessee NA Meetings Near You

<https://www.narcotics.com/na-meetings/tennessee/>

Health - Reduced Cost Medication

HELPLINE (800) 503-6897 in English or Spanish.

Find help with the cost of medicine! We offer a free drug discount card that may help you obtain a substantially lower price on your medications.

<https://www.needymeds.org/drug-discount-card>

Money - Finances/Budgeting

800.388.2227

Free Credit Counseling! Our mission is to help all Americans gain control over their finances. For over 60 years, NFCC and its member agencies have helped people just like you pay off debt and grow in their financial capability. Our services help people overcome financial challenges at nearly every stage of life.

<https://www.nfcc.org/>

Money - Finances/Budgeting

800.388.2227

Free Credit Counseling! Our mission is to help all Americans gain control over their finances. For over 60 years, NFCC and its member agencies have helped people just like you pay off debt and grow in their financial capability. Our services help people overcome financial challenges at nearly every stage of life.

<https://www.nfcc.org/>

Money - Free Credit Report

Free credit reports authorized by federal law.

Federal law allows you to get a free copy of your credit report every 12 months from each credit reporting company.

<https://www.annualcreditreport.com/index.action>

Money - Free Credit Report

Get a free copy of your credit report every 12 months from each credit reporting company.

<https://www.annualcreditreport.com/index.action>

Native Resources - General

The Administration for Children and Families Tribal and Native American Affairs (ACF) is committed to working with tribal nations and Indigenous communities across the United States to improve the economic and social well-being of children and families. ACF oversees more than 60 programs that empower families and communities, improve access to an array of services, and build strong and healthy communities. ACF's discretionary and mandatory programs award more than \$1 Billion each year to tribes, tribal organizations, and Native American organizations to:

Protect and promote the vitality of Native American Languages

Promote healthy prenatal outcomes and healthy development of children

Provide affordable, high-quality early care and afterschool programs

Prevent and protect children from abuse and neglect

Reduce the causes of poverty and foster family economic security

Improve the financial, emotional, and medical

people with HIV/AIDS.
Damien Center
26 North Arsenal Avenue
Indianapolis, IN 46201
Phone: (317) 632-0123 or (800) 213-1167
Fax: (317) 632-4363
<http://www.damien.org/>

Health - Narcotics Anonymous

Statewide. NA Help Line 1-866-258-6329
<https://www.narcotics.com/na-meetings/indiana/>

Health - Reduced Cost Medication

(888) 311-6224 x115
Save an average of 15-55% on your prescriptions!
Print a free card or download the app to your phone.
<https://www.americasdrugcard.org/index.aspx>

Money - Finances/Budgeting

GreenPath will work with you to build a personalized plan of action for regaining control of your debt. We assess your household budget, find places for you to save, and help you prioritize your payments to creditors and plan a lifestyle that you can afford. It all works toward helping you achieve your financial goals, better manage debt and avoid problems in the future. Available in Spanish.
<http://www.greenpath.com/>

Money - Finances/Budgeting

800.388.2227
Free Credit Counseling! Our mission is to help all Americans gain control over their finances. For over 60 years, NFCC and its member agencies have helped people just like you pay off debt and grow in their financial capability. Our services help people overcome financial challenges at nearly every stage of life.
<https://www.nfcc.org/>

Money - Financial Management Literacy

Operation HOPE Headquarters
91 Peachtree Street NE, Suite 3840
Atlanta, GA 30303
888-388-HOPE (4673)
Operation HOPE has a series of programs to support your path to successfully improving your credit, reducing debt, increasing savings, buying a home or starting a business. Our programs and services, which serve youth and adults, are offered at no cost to you.
<https://operationhope.org/>

Money - Free Credit Report

Free credit reports authorized by federal law. Federal law allows you to get a free copy of your credit report every 12 months from each credit reporting company.
<https://www.annualcreditreport.com/index.action>

Money - Social Security Benefits after Incarceration

Social Security and Supplemental Security Income Benefits
Individuals released from incarceration may be eligible for Social Security retirement, survivors, or disability benefits if you have worked or paid into Social Security enough years or Supplemental

support children receive from their parents
Reduce the risk of youth homelessness, adolescent pregnancy, and domestic violence
Prevent human trafficking of Native people and assist survivors
<https://www.acf.hhs.gov/tribal-affairs>

Reentry Resource - Multiple Resources Available

Our findhelp technology powers Americas leading social care network. Our network features more than 300,000 free and reduced-cost programs in all 50 U.S. states, territories, and Puerto Rico, powering social care systems for hundreds of customers nationwide.
<https://www.findhelp.org/find-social-services/tennessee>

Reentry Resource - Multiple Resources Available

Our findhelp technology powers Americas leading social care network. Our network features more than 300,000 free and reduced-cost programs in all 50 U.S. states, territories, and Puerto Rico, powering social care systems for hundreds of customers nationwide.
<https://www.findhelp.org/find-social-services/indiana>

Reentry Resource - Multiple Resources Available

211 connects you with thousands of nonprofit and government services in your area. If you want personal assistance call the three-digit number 211 or 877-947-2211. A friendly voice to talk with you 24/7/365.
<https://in211.communityos.org/>

Reentry Resource - Multiple Resources Available

Indiana CURE
P.O. Box 62
Camby, IN 46113
Phone: (317) 357-2606
Contact: Lela Edwards
Email: director@indianacure.org
Advocates for criminal justice reform; provides resources to prisoners and families.
<https://www.facebook.com/IndianaCURE>

Reentry Resource - Multiple Resources Available

Use What Youve Got Prison Ministries
3118 Hovey Street
Indianapolis, IN 46218
P.O. Box 1521
Indianapolis, IN 46206
Phone: (317) 924-4124
Fax: (317) 926-5543
Contact: Cecelia Whitfield
Email: UWYGM@sbcglobal.net
Provides transportation (sliding-scale fee) to Indiana prisons for family members; provides emergency food and clothing and referrals.
<http://www.usewhatyouvegotministry.org/>

Shelter - Energy Assistance

The Energy Assistance Program (EAP) can help you pay your heat and electric bills! EAP is a

Security Income benefits if you are 65 or older, or are blind, or have a disability and have little or no income and resources.

If you believe you qualify, call our toll-free telephone number, 1-800-772-1213.

If you are deaf or hard of hearing, call TTY 1-800-325-0778.

<https://www.ssa.gov/reentry/benefits.htm>

Reentry Resource - Multiple Resources Available

Search for benefits in Education, Grants, Loans, Social Security, Housing and Utilities, Employment and Career Development, Financial Assistance and more.

<https://www.benefits.gov/categories>

Reentry Resource - Multiple Resources Available

211 connects you with thousands of nonprofit and government services in your area. If you want personal assistance call the three-digit number 211 or 877-947-2211. A friendly voice to talk with you 24/7/365.

<https://tn211.myresourcedirectory.com/>

Reentry Resource - Multiple Resources Available

Scroll down the page to find your state. Titles in the left column will lead you to resources available nationwide.

If you scroll down the page to find your state name, you can click on that for statewide resources.

<https://www.needhelppayingbills.com/index.html>

Reentry Resource - Multiple Resources Available

Assists ex-offenders with employment and housing resources; provides support services to families of people with HIV/AIDS.

Damien Center

26 North Arsenal Avenue

Indianapolis, IN 46201

Phone: (317) 632-0123 or (800) 213-1167

Fax: (317) 632-4363

<http://www.damien.org/>

Reentry Resource - Multiple Resources Available

Offender Aid and Restoration (PACE-OAR)

2855 North Keystone Avenue, Suite 110

Indianapolis, IN 46218

Phone: (317) 612-6800

Provides reentry services and referrals to former offenders living in Marion County

<http://www.pace-oar.org/>

Reentry Resource - Multiple Resources Available

1314 N. Meridian St.

Indianapolis, IN 46202

317-612-6800

Public Advocates in Community re-Entry (PACE) provides a variety of services to individuals and families impacted by the justice system to ensure they are afforded the opportunity to lead productive and responsible lives in their

federally-funded program through the U.S. Department of Health and Human Services (HHS) called the Low-Income Home Energy Assistance Program (LIHEAP). EAP provides a one-time annual benefit that can assist you with the high cost of home energy and can help if you are disconnected, or are about to get disconnected. However, an EAP benefit will not cover all of your annual heating and electric costs, so you should continue to pay your bills regularly.
<https://www.in.gov/ihcda/homeowners-and-renters/low-income-home-energy-assistance-program-liheap/>

Shelter - Financial Counseling

HUD sponsors housing counseling agencies throughout the country that can provide advice on buying a home, renting, defaults, foreclosures, and credit issues. This link sends you to a page that allows you to select a list of agencies for each state. You may search more specifically for a reverse mortgage counselor or if you are facing foreclosure, search for a foreclosure avoidance counselor.

<http://hud.gov/offices/hsg/sfh/hcc/hcs.cfm?weblistaction=summary>

Shelter - Homeless Shelter

The Homeless Shelter Directory provides listings for Homeless Shelters and Homeless Service Organizations around the country. This includes supportive resources.

<http://www.homelessshelterdirectory.org>

Shelter - Housing Authority

Find a HUD location near you.

<https://www.hud.gov/states>

Shelter - Low Income Housing

Mercy Housing Gives a Home to Low-Income Families, Seniors, Individuals, and People with Special Needs Nationwide. Our mission is to create stable, vibrant and healthy communities by providing affordable, service-enriched housing.

<https://www.mercyhousing.org/regional-offices/>

Shelter - Low Income Housing

Find low income apartments in Indiana along with non profit organizations that help with low income housing along with HUD apartments, public housing apartments, public housing authorities, and housing assistance agencies.

<https://www.lowincomehousing.us/IN.html>

Shelter - Shelters

We provide an online directory of shelters in Tennessee.

<https://www.shelterlist.com/state/tennessee>

Shelter - Transitional Housing

1-855-860-3119

Transitional, sober housing provides supportive housing along with drug and alcohol treatment for selective locations

<https://www.transitionalhousing.org/state/tennessee>

Shelter - Transitional Housing

Transitional housing is supportive housing that

communities.
<https://paceindy.org/>

Shelter - Energy Assistance

Low Income Home Energy Assistance Program (LIHEAP)

<https://thda.org/government-nonprofit-partners/energy-assistance-programs/low-income-home-energy-assistance-program-liheap-for-administrators>

Shelter - Homeless Assistance

Phone: 317-605-6904
3623 Graceland
Indianapolis, Indiana 46208
suzettmoffitt@yahoo.com

Shelter - Homeless Shelter

1033 East Washington Street
Indianapolis, IN 46202
317-423-8909
Horizon House supports our neighbors experiencing homelessness with integrated, comprehensive services so they can secure and maintain housing.
<https://www.horizonhouse.cc/>

Shelter - Low Income Housing

U.S. Department of Housing and Urban Development
451 7th Street S.W.
Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455
Find the HUD office near you!
<http://portal.hud.gov/hudportal/HUD>

Shelter - Low Income Housing

Come to TNHousingSearch.org, for a free housing resource to help you find the right home for your needs and budget. It's also free for Tennessee property providers to list all types of rental housing at any price point.
Toll-Free: 1.877.428.8844
Toll-Free Fax: 1.866.265.7811
<http://www.tnhousingsearch.org/index.html>

Shelter - Low Income Housing

Find low income apartments in Tennessee along with non profit organizations that help with low income housing along with HUD apartments, public housing apartments, public housing authorities, and housing assistance agencies.
<https://www.lowincomehousing.us/TN.html>

Shelter - Shelters

We provide an online directory of shelters in Indiana.
<https://www.shelterlist.com/state/indiana>

Shelter - Transitional Housing

1-855-860-3119
Transitional, sober housing provides supportive housing along with drug and alcohol treatment for selective locations.
<https://www.transitionalhousing.org/state/indiana>

Special Considerations - Aging and Disability Resource Center ARDC

helps fight homelessness. Find transitional housing in your state by clicking on the link! We have over 6,864 transitional housing locations in our database. We also provide as much information on each housing location along with pictures.
<https://www.transitionalhousing.org/>

Special Considerations - Aging and Disability Resource Center ARDC

Southwestern Indiana Regional Council on Aging (SWIRCA & More) is a not-for-profit, 501(c)3, public service organization that focuses it's efforts on empowering seniors and people with disabilities to remain living safely in their own homes by providing information and supportive services.
<https://swirca.org/>

Special Considerations - Disability Support

Government agencies and disability rights organizations in Tennessee.
https://www.olmsteadrights.org/self-helptools/advocacy-resources/item.6793-Tennessee_Disability_Resources_and_Advocacy_Organizations

Special Considerations - Disability Support

Our Mission: The Arc of Indiana is committed to all people with intellectual and developmental disabilities realizing their goals of living, learning, working and fully participating in the community.
<https://www.arcind.org/>

Special Considerations - Elders

800-677-1116
Welcome to the Eldercare Locator, a public service of the U.S. Administration on Aging connecting you to services for older adults and their families.
<https://eldercare.acl.gov/Public/Index.aspx>

Special Considerations - Elders

All services can be found on the website.
<https://www.in.gov/fssa/da/>

Special Considerations - Veteran Support

We are a network of community, local, state, and federal partners that identifies and develops innovative and holistic approaches to assist justice-involved veterans.
<https://info.nicic.gov/jiv/>

Special Considerations - Veteran Support

24/7/365 Support - Call 800-273-8255 and Press 1 Or text 838255.
Connect with a real person who serves Veterans, Their Families, and Friends

<https://www.veteranscrisisline.net/>

Special Considerations - Veteran Support

Veteran Services.
800-457-8283
All services can be found on the website.
<https://www.in.gov/dva/veterans-services/>

Volunteer - Volunteer Opportunities

At JustServe, we believe that nothing should get in the way of organizations and volunteers coming together to do good things for the community.

The primary purpose of the Aging and Disability Program is to coordinate the delivery of services and programs which promote an environment conducive to enhancing the quality of life of the regions older population.
<https://www.gnrc.org/163/Aging-and-Disability-Services>

Special Considerations - Disability Support

Government agencies and disability rights organizations in Indiana.
https://www.olmsteadrights.org/self-helptools/advocacy-resources/item.6756-Indiana_Disability_Resources_and_Advocacy_Organizations

Special Considerations - Disability Support

All types of services can be found on the website.
<https://www.tn.gov/humanservices/disability-services.html>

Special Considerations - Elders

Please visit the website to find all of the resources available to you.
<http://www.state.tn.us/comaging/>

Special Considerations - Elders

The world of job searching has changed drastically over the years. You now have more options than ever. We'll help you navigate through those choices and guide you through the process of applying and interviewing for your next job.
<http://www.aarpworksearch.org/Pages/Default.aspx>

Special Considerations - Sex Offense Reentry

Derek Logue
2211 County Road 400
Tobias, NE 68453
Once Fallen is a leading reference and resource site for Registered Citizens. It also provides useful information to those seeking to reform or abolish the sex offense laws. Once Fallen answers hundreds of phone calls and letters, visits with legislators, assists registrants in connecting to available resources and support networks, and provides analysis research on sex offender laws FREE of charge.

<https://oncefallen.com/>

Special Considerations - Veteran Support

Thank you for your service to our country!
This page was created to assist veterans who are, or have been, incarcerated. There are several resources on this page that may help reduce the pressures associated with reentry.
<https://www.fairshake.net/veterans-page/>

Special Considerations - Veteran Support

Veterans in crisis can call the Veterans Crisis Line at 1-800-273-8255 (Press 1) or the Tennessee Statewide Crisis Line at 855-CRISIS-1.
All other services can be found on the website.
<https://www.tn.gov/veteran.html>

Transportation - Public Transportation

For more information, schedule, and ticket Info Call 317-635-3344
<http://www.indygo.net/>

<https://www.justserve.org/>

Volunteer - Volunteer Opportunities

We make it easy for good people and good causes to connect. We are a community that believes in the power of volunteering to enrich our lives and the world around us. Find locations to volunteer near you!

Virtual volunteer opportunities are also available -
<https://www.volunteermatch.org/virtual-volunteering>
<https://www.volunteermatch.org/>

Volunteer - Volunteer Opportunities

We make it easy for good people and good causes to connect. We are a community that believes in the power of volunteering to enrich our lives and the world around us. Find locations to volunteer near you!

Virtual volunteer opportunities are also available -
<https://www.volunteermatch.org/virtual-volunteering>
<https://www.volunteermatch.org/>

Your Leisure Time - Leisure Activities

The mission of Meetup is to revitalize local community and help people self-organize. Meetup believes that people can change their personal world, or the whole world, by organizing themselves into groups that are powerful enough to make a difference. More than 9,000 groups get together in local communities each day, each one with the goal of improving themselves or their communities.

Please visit the website to join and find a Meetup group!
<http://www.meetup.com/>

Volunteer - Volunteer Opportunities

We make it easy for good people and good causes to connect. We are a community that believes in the power of volunteering to enrich our lives and the world around us. Find locations to volunteer near you!

VIRTUAL VOLUNTEER opportunities are also available -

<https://www.volunteermatch.org/virtual-volunteering>

<http://www.volunteermatch.org/>

Volunteer - Volunteer Opportunities

We make it easy for good people and good causes to connect. We are a community that believes in the power of volunteering to enrich our lives and the world around us. Find locations to volunteer near you!

Virtual volunteer opportunities are also available -

<https://www.volunteermatch.org/virtual-volunteering>

<https://www.volunteermatch.org/city/Indianapolis%2C+IN%2C+USA>

Your Leisure Time - Leisure Activities

Whatever you're looking to do this year, Meetup can help. For 20 years, people have turned to Meetup to meet people, make friends, find support, grow a business, and explore their interests. Thousands of events are happening every day—join the fun.

<http://www.meetup.com/>

COMPANY OR
EMPLOYER NAME: _____

POSITION APPLIED FOR: _____

APPLICANT TELEPHONE: _____

SOCIAL SECURITY NUMBER: _____

Employment Application

YOUR NAME: _____
Last First Middle

ADDRESS: _____

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.A.?

☐ Yes ☐ No (If yes, verification will be required.)

I AM SEEKING A PERMANENT POSITION: ☐ Yes ☐ No

IF NECESSARY FOR THE JOB I AM ABLE TO:

Are you able to perform the essential functions
of the position with or without accommodations?

☐ Yes ☐ No

Work (which shifts)? _____

Work overtime? _____

Provide a valid Alaska Drivers License? _____

IF NECESSARY FOR THE JOB, ARE YOU OVER (Please mark one) 14__ 15__ 16__ 18__ 19__ 21__

I WILL BE ABLE TO REPORT TO WORK ____ DAYS AFTER BEING NOTIFIED THAT I AM HIRED.

EDUCATION:	Yrs. Completed	Field of Study	Graduate or Degree
High School _____			
College/University _____			
Business/Technical _____			
Other (May include grammar school) _____			

MILITARY SERVICE: ☐ Yes ☐ No

Duty/Specialized Training: _____

REFERENCES: List two personal references who are not relatives or former supervisors.

Name	Address	Telephone	Occupation	Years known
_____	_____	_____	_____	_____
Name	Address	Telephone	Occupation	Years known
_____	_____	_____	_____	_____

EMPLOYMENT: List last employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary (following this section), or use an extra sheet of paper if necessary.

Employer Name and Address	Position Title/Duties Skills	Dates Employed from to

_____	Supervisor's Name: Telephone:	Reason for leaving

Employer Name and Address	Position Title/Duties Skills	Dates Employed from to

_____	Supervisor's Name: Telephone:	Reason for leaving

EMPLOYMENT CONTINUED...

Employer Name and Address	Position Title/Duties Skills	Dates Employed from to
		Reason for leaving
	Supervisor's Name: Telephone:	

Employer Name and Address	Position Title/Duties Skills	Dates Employed from to
		Reason for leaving
	Supervisor's Name: Telephone:	

Summarize other
employment related to this job: _____

Types of computers, other electronic or mechanical
equipment that you are qualified to operate or repair: _____

Typing speed: _____ per minute.

Professional Licenses, Certifications or Registrations: _____

Additional skills including supervision skills, other languages, or information
regarding the career/occupation you wish to bring to the employer's attention: _____

In case of accident or illness please contact: Name: _____

Daytime phone: _____

Address: _____

Relationship: _____

Information to the applicant: As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the US, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms.

I understand and agree to the information shown above:

Signature: _____

Date: _____

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.

Employer Section: _____

Interview Tips

Before you head to your interview, ask yourself these questions:

- Do you really want this job?
- Are you qualified for the job?
- Do you believe you can get the job?
- What attitude and information must you deliver to the employer to get the job?
- Are you ready for your interview?

If you decide you really want to get this job, consider these tips:

1. Keep your answers short yet full of information, unless you are asked to clarify. Try to put yourself in the interviewer's shoes; asking the same questions of many applicants! Fine tune your answers to the Sample Interview Questions and bring your authenticity and vitality to the interview.
2. Determine what your key strengths and assets are. Be sure to state them confidently a couple of times throughout the interview.
3. Prepare for a variety of interview questions. Consider the challenges you have overcome, the difficult interpersonal situations that you resolved with others, and several success stories.
4. Describe specific situations and accomplishments. Generalities fail to show the interviewer your strengths and assets and how they can benefit the company and the position that is available.
5. Put yourself on their team. Show how you fit in with the existing work environment and company culture. During the interview, align your language with the language of the team.
6. Observe your non-verbal communication. Are you saying what you mean to say? Practice answering some of the Sample Interview Questions in front of a mirror to see if your eyes and your gestures agree with your words.
7. Ask questions. Is this where you want to work? Find out what you need to know to accept the job. Also, the interviewer will see that you are taking interest in the company and work environment. That is an important quality in a team player.
8. Be sure to talk WITH the interviewer and not AT the interviewer. Interviews are stressful enough for both parties. Keep it human.
9. Research the company. Is it a right fit for you? Can you get behind the mission of the company? How much can you know about the work and the work environment before the interview?
10. Apply for jobs that you are skilled for and that you can appreciate...even if only as a stepping stone to your next job. If you truly want the job, you must be able to compete successfully with your competition. Authenticity shines through your words and your non-verbal communication.

Interview Questions for You to Ask

In an interview both you and the employer are finding out about each other. Asking these questions will show general interest in the business, and the team you are applying to work with. These questions show you care about the position and how you might fit. Asking questions will also help you understand if you think the environment is suitable for you.

Please tell me important information I should consider about working with this company:

- On average, how long do people keep the position for which I am applying?
- What strengths and skills do you think I should have to best fill this position?
- What employee qualities are encouraged here?
- Is this a friendly environment or are people pretty serious?
- Would you tell me about the challenges I might find working here?
- Which companies, products or services are our competitors?
- Is there an opportunity for promotion from this position?
- How often will I be evaluated?
- What are the businesses strengths? What aspects need improvement?
- What will be expected of me in the first 3 months? 6 months? Year?
- Are we encouraged to participate in things outside of work, like a softball league?
- In what ways does the company recognize and honor work that has been done?
- Will I have an employment agreement?
- Will I work with alone or with a group?
- Who will I report to? What kind of person are they?
- Are we anticipating any major changes in the workplace?
- How many applicants do you have for this position?
- What training do you provide?
- Does the company provide or support higher education or advanced training for employees?
- Is there anything else I can provide you to help you make a decision?
- How soon can I expect to hear from you?

Not all of these questions would apply to any one position. These questions are just examples to either pick from or open your mind to asking questions that will help you make sure the job is acceptable for you!

Cover Letter

Many employers today want to read a letter of introduction, or cover letter, when they review a resume. A cover letter should tell the employer which position you are interested in, why you think you are qualified for the position. Some information in your cover letter may also be on your resume; overlapping information emphasizes skills and characteristics. Read your cover letter carefully, check for spelling, grammar, and punctuation errors, then have another person proofread it one more time before you print it or press 'send'.

January 5, 2012

Alex Wikstrom
Sun Dog Manufacturing
123 Swiggum St.
Westby, WI 54667

Dear Mr. Wikstrom:

I am interested in the Shipping Manager position advertised in the Westby Times this week. I believe I would be a great fit for this position and welcome the opportunity to talk with you to find out more about the job and your company.

Your Requirements:

- Computer literate; able to learn software programs
- Compare multiple shipping criteria
- Self-motivated
- Friendly; work well with others

My Qualifications:

- I am experienced in shipping with USPS, Fed Ex and UPS and their software programs.
- I understand that each shipper offers different services. I can learn what I need to know for the safe delivery of products to the customer and the most cost-efficient route for the company.
- I enjoy my work and take pride in a job well done. I find this very motivating.
- I encourage you to follow up on my references as I am sure you will see that I am a 'team player' and understand how to recognize company culture and enhance the work environment.

I enjoy playing an important role in enhancing a customers' experience. I also enjoy balancing the technical skills, physical skills and social skills that are required to do a great job in this position. I take pride and ownership in my work and consider the perspective of the customer when packing an order.

My resume is attached for your review. I'm interested in talking with you and learning more about the position and Sun Dog. I read the mission statement and feel I really can get behind it.

Thank you for your time and consideration. I'm looking forward to hearing from you.

Sincerely,

Signature Here

Sue Kastensen

For more examples, check out ***Best Resume's & Letters for Ex-Offenders*** by Wendy Enelow and Ronald Krannich, or simply search for 'cover letter examples' in your favorite search engine.