

REENTRY PACKET

Your Customized Guide to Support your Successful Transition



National Web-based Reentry Resource Center

www.fairshake.net

This Reentry Packet has been customized for: Usher 007145-062

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GIZMOS AND HUMANS

We humans are fickle. We are consistently over-confident about what we are capable of doing, except, of course, when we are justifying our deflection of ownership or initiative. We blame outside circumstances when we fail, and claim prowess and skill when we succeed. We LOVE to think that, where media is concerned, we are strong and we can “take it or leave it alone.”

With the enormous and rapid rise in emotional, physical and existential suffering caused by anxiety fear, depression and loss of meaning and care, however, many of us turn to social media for distraction, diversion, old friends (hoping they were “good” friends), new friends, games (healthy and not) potential partners, events, and ways we can feel like we belong. What few of us realize, is the apps often contribute to our suffering.

Today, our phones are tiny computers; complete with tracking devices and communication options.

EVERYTIME YOU ‘GET AN APP’, YOU SHARE A GREAT DEAL OF INFORMATION THAT YOU’VE STORED IN YOUR GIZMO, SUCH AS:

YOUR CONTACTS (and all the info you have - not just their names)

YOUR PHOTOS (think “training facial recognition AI”)

YOUR PREFERENCES for every app you use and visit; including things you clicked on when you were trying to get them off your screen. Yup, they are now considered your ‘preference’)

AND MUCH MORE. REMEMBER: your phone knows where you are at all times.

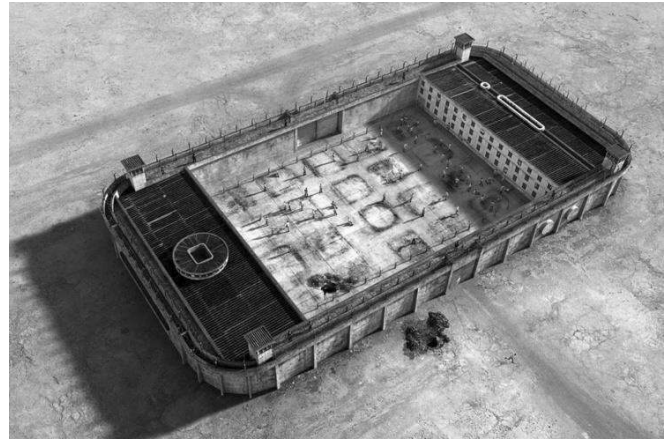
A LITTLE FOOD FOR THOUGHT ABOUT SOCIAL MEDIA ADDICTION

<https://www.addictioncenter.com/drugs/social-media-addiction/>

Social media addiction is a behavioral addiction that is characterized as being overly concerned about social media, driven by an uncontrollable urge to log on to or use social media, and devoting so much time and effort to social media that it impairs other important life areas.

Due to the effect that it has on the brain, social media is addictive both physically and psychologically. According to a new study by Harvard University, self-disclosure on social networking sites lights up the same part of the brain that also ignites when taking an addictive substance. The brain receives a “reward” and associates the activity with positive reinforcement.

The phenomena of social media addiction can largely be contributed to the dopamine-inducing social environments. Social networking sites have been developed to produce the same neural circuitry found in gambling and recreational drugs. Studies have shown



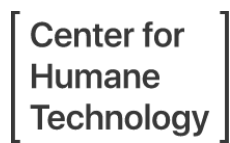
Modern Day Prison by Banksy

that the constant stream of retweets, likes, and shares from these sites have affected the brain's reward area to trigger the same kind of chemical reaction as drugs.

Addictive social media use will look much like that of any other substance use disorder, including mood modification (i.e., engagement in social media leads to a favorable change in emotional states), salience (i.e., behavioral, cognitive, and emotional preoccupation with social media), tolerance (i.e., ever increasing use of social media over time), withdrawal symptoms (i.e., experiencing unpleasant physical and emotional symptoms when social media use is restricted or stopped), conflict (i.e., interpersonal problems ensue because of social media usage), and relapse (i.e., addicted individuals quickly revert back to their excessive social media usage after an abstinence period).

“I used to think communication was the key until I realized comprehension is.”
- Banksy

Here are a few organizations that want to help you use social media in a healthy way!



The Center for Humane Technology

<https://www.humanetech.com/>

As long as social media companies profit from addiction, depression, and division, our society will continue to be at risk

Ledger of Harms that tech companies have no desire to address: (edited by sk)

- Misinformation, conspiracy theories, and fake news make it difficult to make sense of the world.
- Loss of crucial abilities including memory and focus making it harder to think and to pay attention.
- Stress, loneliness, feelings of addiction can lead to physical and mental health problems.
- Less empathy, more confusion and misinterpretation puts a strain on relationships.
- Propaganda, distorted dialogue & a disrupted democratic process impacts elections.
- Broadcast amplification of -isms reinforces an appeal to authority for regulation.
- Children face physical, mental and social challenges from developmental delays to suicide.
- Tech limitations can be difficult to adopt; gizmo 'house rules' are critical

THEIR PODCAST: Your Undivided Attention - <https://www.humanetech.com/podcast>

TAKE CONTROL! Got in too deep? Here are important steps to increase well-being and regain control.
<https://www.humanetech.com/take-control>

Look Up <https://lookup.live/>

Helping young people thrive in the digital world.



Youth leaders taking action to challenge the digital ecosystem and our unrealistic social norms so we can level the playing field and improve the mental health and well-being of young people. They also offer a Community Hub: a platform where youth can collaborate with others around the world. (Adults can learn a lot from the youth who have lived their entire lives in the digital world!)

Addiction Center

<https://www.addictioncenter.com/drugs/social-media-addiction/>

Research has shown that there is an undeniable link between social media use, negative mental health, and low self-esteem.



Some apps that help us think better:

Pocket Biases <https://pocket-biases.glideapp.io/> It will help you recognize the excuse biases to strengthen your HONEST BIAS. The app. lists a different bias each day...and you can search through biases. **“A bias a day keeps our hubris away.”** - Buster Benson, app creator and author of the Cognitive Biases Cheat Sheet (featured in this packet) and the book Why Are We Yelling?

Mind Games: www.mindgames.com Full of tests to help improve mental agility, no matter how old the user is, including critical thinking skills.. Most games can be completed in less than 5 min.; just enough time for a brain workout. The app is free, or \$5 for the ad-free version.

READING RECOMMENDATION: The Age of Surveillance Capitalism: The Fight for a Human Future at the New Frontier of Power BY Shoshana Zuboff 2019 Public Affairs.

Fair Shake's

MYTH-BUSTERS



Myth: FALSE DICHOTOMIES – The idea that you must choose between two options: Yes or No. Good or Bad. Right or Wrong. Candidate A or B. Rise or Fall. With Us or Against Us. Science vs Religion. Rational vs. Emotional. Individual vs. Group. and one that I've heard a lot in my life: "That's a man's (sport, job, perspective); it's not for women". (a form of yes or no) Whenever you need to make a choice, see if you can find 4, 5, or even 10 options!



Myth: WE STOP LEARNING – If I had never touched a flame before I turned 58 years old, I would learn to never touch one in the future if I touched one today. We acquire information constantly and we organize it into meaning. We may even care enough to find out how what we learned relates to what we already know and believe. One thing school failed to teach us is how to learn, and how to discern what we learn. The 'information sources' today are louder, strangely influential, and grossly incomplete. To get the full picture, we have to dig for information and ask good questions, while also trying to avoid getting overwhelmed or trapped. We must keep learning, and as we learn, we can learn to live together better! We do not have to accept limitations or acceptable levels of suffering. We are NOT STUCK. We can learn...and then change...whatever we want. "There is no inevitability as long as there is a willingness to contemplate what is happening." - Marshall McLuhan (author of *The Medium is the Message*)



Myth: MERITOCRACY - The more you learn the more you earn', 'you can make it if you try', 'pull yourself up', etc. Many ways to reinforce the idea that the people who have the money and the stuff are successful because they earned what they have, they got all their money through hard work and a shrewd (including a 100% respectful, environmentally-sound and firearms-free!) investment strategy. If only. Investing is almost never in line with our humanity values...yet it is always in our best interest to invest in humanity. Meritocracy is justified stratification; people above others for their achievements. Michael Sandel said: "We've slid into the assumption that the money people make is the measure of their contribution to the common good." I wonder how the merit idea would work if we increase accolades and 'status' based on care about others?



Myth: INCARCERATION PAYS A 'DEBT TO SOCIETY' - Why do we keep repeating this? Members of society believe that incarceration and the judicial system costs them money; they do not feel that they have been paid in any way. How could they? The only debt that has been paid is the one requested and required by a heartless and hungry punitive system. Society has little faith that 'the system' is providing the information necessary to reengage successfully. Together, we can change this. The 'justice system' is the only group getting paid.



Myth: WE ARE FRAGILE - The "Helping" Industry relies on us being weak. ACE (Adverse Childhood Experiences) scores may describe some aspects of people, but they in no way represent who we are. Many of us with high ACE scores have also become even more than resilient, we are now anti-fragile because of our challenges. This means that the adverse conditions made us stronger than we would have been without them.



Myth: TV NEWS INFORMS YOU OF WHAT IS GOING ON All you get from any single news source is what they want you to see and believe. What they show us is what their sponsors want them to show us. Sponsors demand support, so the advertisements determine the 'news' you'll see on TV. Social Media cannot be counted on to inform us of anything but an opinion. To get more pieces of the whole story, we must consider information offered by many news sources.



Myth: WE NEED AUTHORITY AND MONEY TO 'FIX' OUR CHALLENGES - Why would we ask the institutions, and the people who are complicit in maintaining them, to fix the problems they created? Winona LaDuke says: "You shouldn't let your dealer tell you what you need." Are we frustrated enough yet to work on the solutions together? We've been trained to believe these myths:

- Experts and 'science' have the solutions to our challenges; they will provide the relief for our suffering. Q: What if they are the cause of our suffering?
- Money will fix our problems. Does money build trust, cooperation and feelings of confidence? We have gifts to share with each other. Our focus on money continues to take away our power. Money does not give us power. Feelings of agency, support and capability give us power!



Myth: INDIVIDUALISM – Individualism is said to be a “fundamental American principle” so is authoritarianism, lying, stealing, false superiority and also the myth of the 'self-made' person and "united we stand".

INTERDEPENDENCE, on the other hand, is a fundamental planetary principle. We can easily see our impact on the environment and on each other because of our insatiable pursuit of more stuff; a belief created to fill the hole created by 'individualism'. The Rev. Desmond Tutu reminded us that "the solitary individual" is a contradiction in terms.



Myth: "FREE-MARKET CAPITALISM" - You'll find that file between Easter Bunny and Santa Clause. The game is rigged. Capitalism offers some opportunity, but 'the market' does not **respond to our needs**. Instead, it manufactures our desires and externalizes unhealthy costs.



Myth: NOTHING WORKS: Roger Martinson wrote, "the represent array of correctional treatments has no appreciable effect - positive or negative - on rates of recidivism of convicted offenders." In the magazine Public Interest (1974), he stated, "rehabilitative efforts that have been reported so far have no appreciable effect on recidivism." The way that I read this is: the ineffective 'programs' supplied by the prisons (or whomever else) did not impact the already low (compared to today) recidivism rate. He said that no single thing works because we are unique. We are not robots. One thing that always works is 100% pro-social: it's us working together!



EMPLOYMENT AND EDUCATION REDUCE RECIDIVISM Only YOU "reduce recidivism". You and nothing else. It is up to you to utilize education or employment opportunities to support your reentry success; YOU get full credit for how you apply your gifts. After all, employment and higher education did not keep Jeff Skilling, Bernie Madoff, Martha Stewart, Bill Cosby, Charles Kushner, or several elected representatives, out of prison.



CRIMINOGENIC NEEDS Incarcerated people have basic human needs; the same needs we all have. You are not different. This is yet another attempt to scientize othering.



Myth: EXPERTS KNOW WHAT'S BEST

Experts have agendas. Always consider who is paying the 'expert'. Non-profit status does not automatically indicate integrity. Professional 'fixers' are often poor listeners. Prisons, schools and hospitals tell us what we need, they rarely ask what we think or feel. How can they 'help' if they don't hear? We can learn to listen to ourselves and each other by asking questions. We can work, care, and grow together to build our capacity for complexity, cooperation, constructive learning, critical thinking, and agency! We are the 'experts' we've been waiting for.

Handling Frustration

Dealing with frustration

Life is full of frustrations. From the minor irritations of losing your car keys to the major anxieties of continued failure towards a goal, frustration is not a pleasant emotion in any magnitude. Because of the unpleasantness of this emotion, people will often avoid anything that might lead to it. Unfortunately, many of the things we truly want to experience such as triumph, joy, victory and purpose require a great deal of frustration. Being able to manage frustration allows us to remain happy and positive even in trying circumstances.

In order to successfully manage frustration, you need to first understand what causes it. Frustration is simply caused whenever the results you are experiencing do not seem to fit the effort and action you are applying. Usually frustration is caused by a narrow focus on a problem that isn't resolving itself as you had hoped. This is a very simple concept, but it is an important step to solving frustrating problems.

Frustration is Energy Consuming

Our energy as human beings is our primary currency we use to do anything. Physical, mental, emotional and spiritual energies all fuel discipline, creativity, courage and motivation. Anthony Robbins includes energy as the first key to success in any area of life. Stress in excessive doses is a negative emotional state that weakens the immune system and raises blood pressure as the direct result from a lack of energy. When we run out of energy we become useless.

Frustrating problems are incredibly energy consuming. Because these problems consume our energy in such great quantities, we need to be extremely careful that we don't try to keep running with an empty energy reserve. When this happens we burnout and require a long time to recover. The initial reaction of most people is to work harder when they encounter frustration. Although the intention to work harder makes sense, it often results in trying to spend more energy than we have available.

Why are frustrating problems more energy consuming than normal tasks? The answer to this is relatively simple. Because your action is not producing the results you expect, your brain naturally goes into full gear, rapidly consuming mental energy to solve the problem at hand. In this time it is very easy to run out of energy. When your energy stores are depleted this is when you become irritable, tired, stressed and sometimes even angry.

To get a little perspective on your issue, try broadening your focus from your current problem outwards. Try thinking about how the problem looks when you view it from a few weeks, a year, or ten years from now or compared to your lifetime?

Go outside and look up at the sky. Viewing the incredible expanse of space and time will ultimately make your problems look very small indeed.

Getting perspective when you are frustrated isn't a particularly difficult practice; the difficulty is in remembering to do it. It will be difficult to do this at first, but after diligent practice it will become a habit and happen automatically.

Nobody likes to feel frustrated. Unfortunately, frustrations are part of life. Learn to manage your frustrations so they don't leave you stressed, burned-out or depressed. Take breaks from your frustrations to recover your mental and creative energies. Reward your actions, not just your results and remember to gain a little perspective when you begin to feel overwhelmed. Don't let your frustrations prevent you from setting goals and living your life to the maximum.

Thank you Scott Young! Find more about this information here:
<http://www.scotthyoung.com/blog/2006/06/10/dealing-with-frustration/>

EMOTIONS: THE BASICS

By: Tony Schirtzinger - www.helpyourselftherapy.com

What every eight-year-old should know, and most adults have never been taught, about the emotions that run our lives.

Basics #1

YOUR NEEDS AND WANTS

This topic explains what your feelings are, how to use them to help yourself, and how to overcome the ones that get in your way.

This information applies to every second of your life and every decision you will ever make.

Learning to apply the concepts in these few short pages can go a long way toward improving your life!

Keep these pages close at hand and use them regularly.

YOUR ENERGY AND YOUR FEELINGS

We get our physical energy from taking care of our bodies well – not perfectly, and not obsessively. We only need to eat, sleep, and exercise well enough in order for our feelings to give us all of the information we require about our needs and wants, and all the energy we'll need to address them.

Feelings are actually energy surges which tell us, very specifically, what we want or need.

When our feelings are strong enough to grab our attention, we can be certain that we'll have sufficient energy to handle things.

YOUR NEEDS

Needs are about survival. We would die if we didn't get what we need.

An adult needs the same things an infant needs. We need: food, air, space, exercise, temperature control (avoiding being too hot or too cold), and to eliminate waste efficiently.

We also need attention or "strokes" from each other. We don't need anything else!

YOUR NEED FOR ATTENTION OR "STROKES"

A "stroke" is a unit of recognition. When we receive a stroke, we are being noticed by someone.

Infants need strokes to survive. Adults want strokes so much that getting attention (just being recognized) is the strongest want we will ever experience in our lives.

FOUR KINDS OF STROKES

<i>TYPE OF STROKES</i>	<i>THE ATTENTION COMES FROM:</i>	<i>EXAMPLE:</i>
<i>Conditional Positive</i>	People who like something you did.	"I like how you did that."
<i>Conditional Negative</i>	People who do not like something you did.	"I don't like that about you."
<i>Unconditional Positive</i>	People who like the whole you.	"I love you!"
<i>Unconditional Negative</i>	People who do not like the whole you.	"You are worthless!"

Get good at understanding... and deeply absorbing... the first three.

And be sure to powerfully turn down and throw away all the "Unconditional Negative Strokes" you ever receive!

THE FIRST SIGN OF DISCOMFORT

Some people ignore their needs. They live in pain and may die from it. Most of us don't ignore our needs. We notice our need but then

we wait while the discomfort turns to pain.

Don't wait!

Get good at noticing the very first feeling of discomfort! Avoid emotional problems by taking care of your physical needs at the first sign of discomfort!

TRIGGERS FOR FEELINGS
Feelings are triggered by reality or fantasy. (It's always one or the other, never both.) **REALITY**

comes to us through our senses. If we can see it, hear it, taste it, smell it, or feel it on our skin, then it is real.

FANTASY is all mental activity – including thoughts, memories, dreams, ideas, etc. Fantasy doesn't come TO us, it comes FROM us – from our own brains.

If we only think it, it might be true or it might be false – but it is not real!

FEELINGS WE CREATE

Feelings that start in our brains rather than in our senses are unnecessary and optional, because they are not real. If we create painful feelings, we will need

to change how we think in order to feel better. If we create pleasurable feelings, that's great – as long as we remember we are only imagining.

Sometimes we create feelings which are so strong that they hide our real feelings from our senses. When we do this, we are out of touch with reality, and in real danger of making serious mistakes.

Basics #2:

YOUR NATURAL FEELINGS

THE NATURAL, REAL FEELINGS

Feelings that start in our senses are natural responses to the real world.

When we notice real anger, or sadness, or scare, we notice that something is wrong in our lives.

When we notice real joy or excitement, we notice that something is right in our lives. Natural feelings are always trustable. Learn what they are saying to you. Use them well.

TYPES OF FEELINGS

There are 5 natural and necessary feelings: EXCITED, SAD, MAD, GLAD, SCARED.

There are many other unnatural and unnecessary feelings – and all of them cause problems. Guilt, shame, and imagined fear are by far the most common and troublesome of these. ("The Basics #3" is about these.)

THREE HUGE QUESTIONS THAT AFFECT OUR FEELINGS

When any feeling starts, we are immediately faced with three huge questions, and we tend to automatically answer them in less than a second:

1) Will you admit to yourself what you are feeling? If you don't, you'll feel "out of touch" or "crazy" or uncentered.

2) Will you express the feeling either alone or with someone else? If you don't, you are giving up the chance for relief.

3) Will you take action to improve things? If you don't, you are giving up the chance to improve your future.

When we are having problems, we need to slow down this automatic process so that it takes longer than a second or two. This will allow us to think through each step instead of relying on old habits.

THE FIVE NATURAL FEELINGS

Use this information so you will always know what you want and feel.

<i>THE FEELING:</i>	<i>WHEN YOU FEEL IT:</i>	<i>WHAT TO DO FIRST:</i>	<i>WHAT TO DO NEXT:</i>
<i>SADNESS</i>	When you've LOST something, or when something important is MISSING from your life.	Feel it through thoroughly, to notice how important the loss was.	Work to replace what you've lost or what is missing.
<i>ANGER / MAD</i>	When there is a BLOCK between you and what you want.	Feel it through thoroughly, to notice how powerful you are.	Work toward getting past the block powerfully, wisely, and safely.
<i>FEAR / SCARED</i>	When your EXISTENCE is threatened.	Feel it immediately – in a second or less – and notice the danger.	Tune into your senses (what you see, hear, smell, taste or feel) and protect yourself!
<i>EXCITEMENT</i>	When you are ON YOUR WAY to something you want.	Feel it through thoroughly, to notice how good you feel about what's coming.	Enjoy it for the fun of it!
<i>JOY</i>	When You've GOT What You Want.	Feel it through thoroughly, so you notice how happy you are and how good you are at getting what you want.	Enjoy it for the fun of it!

HOW TO FIND EACH FEELING IN YOUR BODY	
1st	Remember a time when you felt each feeling very strongly.
2nd	Recall what was going on when you felt the feeling so strongly. Remember it in enough detail so that you actually start to feel the feeling again.
3rd	Notice where, in your body, you feel each emotion. (Find your "sad spot," your "angry spot," etc.)
4th	Describe what you feel in your body. Use adjectives like tight, weak, empty, heavy, light, etc.
5th	REMEMBER what you learn by doing this. Do this exercise over a few times if needed.

You will need this information to know who you are and what you want and to make every decision you will ever make.

Basics #3: UNNATURAL FEELINGS

ABOUT GUILT

Since guilt is not a natural, necessary emotion, it blocks and wastes our energy.

Guilt is a cover-up for which anger, which leaves us feeling sad.

We wonder: "Why am I so sluggish and irritable?"

On the surface we feel:
SAD or DEPRESSED

We've been telling ourselves things like:

"I shouldn't be angry. I should be understanding."

"That person didn't mean to hurt me."

"I'm too sensitive."

"I should just take the mistreatment."

"I don't deserve better."

Down deep we feel: ANGRY

Make A Conscious Choice:
Will I admit to myself that I'm angry or will I keep feeling guilty and be depressed?

BE PROUD OF YOUR
ANGER!

It's there to protect you.
Let it do its job!

ABOUT SHAME

Since shame is not a natural, necessary emotion, it blocks and wastes our energy.

Shame is a deep belief in our own worthlessness. It comes directly from being shamed as a child.

We wonder: "Why don't I seem to care what happens to me like other people do?"

On the surface we feel: VERY
SAD and "HOPELESS."

We've been telling ourselves things like:

"I'm no good. I just don't feel worthwhile."

"I wonder what's wrong with me, but most of the time I just don't care."

"I might as well have a drink (or a drug, or take a big risk)."

Down deep we feel:
MOSTLY SAD, BUT
FEARFUL & ANGRY TOO.

Make A Conscious Choice:
Will I keep believing those people who shamed me or will I treat myself well and be happier?

Know that anyone who shamed you was wrong!

ABOUT IMAGINED FEAR

Since imagined fear is not a natural, necessary emotion, it blocks and wastes our energy.

Imagined fear is a feeling we create to cover deeper feeling which bother us more.

We wonder: Why am I afraid?
Why do I always ask: What if?
Why don't I stop scaring myself?

On the surface we feel: FEAR

We've been telling ourselves:
I hate being afraid.
I wish I could do what other people do, and not be afraid.
I wish I'd stop thinking about every single bad thing that could happen.

Down deep we feel:
USUALLY SAD.
SOMETIMES SHAME

Make A Conscious Choice:
Will I always feel scared or will I face and overcome my deeper bad feelings?

Face what you feel that bothers you more!

You will get past the deeper feelings. But creating fear can last forever!

All other created feelings that feel bad.

It is possible to create any feeling – and any created feeling that feels bad will block and waste our energy.

All imagined feelings are habitual feelings we create to cover deeper, real feelings that bother us more.

We wonder:
Why do I keep feeling this same feeling all the time, even when I know it's not necessary?

On the surface we feel:
THE CREATED FEELING.

We've been telling ourselves:
I hate feeling this all the time. I wish I'd feel and do a wider range of things like other people do.
Why can't I stop making myself feel this way?

Down deep we feel:
Real feelings that seem too much to handle.

Make A Conscious Choice:
Will I keep feeling this way or will I face and overcome the deeper bad feelings?

You can overcome the deeper feelings alone or with help, but the habitual feeling you are creating could go on forever.

Face the feelings that bother you more!

Stop covering them with your "favorite" bad feeling!

These three topics contain the most important information I have for you.

I originally wrote "The Basics" around 1985. I refer to these concepts many times every day in my work with others and in dealing with my own dilemmas.

I sincerely hope you will keep this information readily available and use it frequently.

Use it whenever you feel stuck in bad feelings, when you want to feel more joy and excitement, and when you feel the healthy urge to look inward.

I WISH YOU THE RICHEST, HEALTHIEST, HAPPIEST LIFE YOU CAN ARRANGE!

Tony would like very much to hear your thoughts and experiences as you apply the information provided here. Please send your comments to Fair Shake, and I'll pass them on to Tony! I will then send his responses back to you, if you would like to hear what he thinks.

Fair Shake PO Box 63 Westby, WI 54667

Tony shares more great insights at www.HelpYourselfTherapy.com



Fair Shake's Guide to TRUCKING OPPORUTNITIES!

American Trucking Associations

ATA Headquarters
950 North Glebe Road, Suite 210
Arlington, VA 22203-4181



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

From their website: American Trucking Associations is the largest and most comprehensive national trade association for the trucking industry. ATA is an 86-year old federation with state trucking association affiliates in all 50 states. We represent every sector of the industry, from LTL to truckload, agriculture and livestock to auto haulers, and from large motor carriers to small mom-and-pop operations.



Owner-Operator Independent Drivers Association

OOIDA HEADQUARTERS
1 NW OOIDA Dr.
Grain Valley, MO 64029
816-229-5791 800-444-5791

<https://www.ooida.com/>



The mission of the Owner-Operator Independent Drivers Association, Inc. is to serve owner-operators, small fleets and professional truckers; to work for a business climate where truckers are treated equally and fairly; to promote highway safety and responsibility among all highway users; and to promote a better business climate and efficiency for all truck operators. More than 150,000 members of OOIDA are men and women in all 50 states and Canada who collectively own and/or operate more than 240,000 individual heavy-duty trucks and small truck fleets. All OOIDA officers and directors are now, or have been, professional truckers, and are elected from the membership, by the membership. The 22-member board helps define OOIDA's position on all major trucking issues. They offer information and education in all areas of independent truck ownership and responsibility.



Gary's Job Board: www.garysjobboard.com
Truck Drivers wanted! Since 2004.

Gary can find you a better truck driving job, with or without a CDL.

Gary's Job Board was created to help Truck Drivers find Driving Jobs, and to help Dispatchers find Drivers. Gary's Job Board is 100% unaffiliated. We DO NOT recruit for any carriers. Our service will always be FREE to drivers because drivers' rock. Here's how garysjobboard.com works: (this is NOT a run-of-the-mill trucker job board. No one will call you, you have all the power).

- Complete your Driver Profile, it takes 2 minutes.
- Companies will see your first name, type of CDL, and experience level.
- They will not see your email address.
- You will receive a company invite by email and the email will come from our system.
- Check out what they are offering. Answer the email or not. You'll receive another invite down the road.



AllTrucking.com www.alltrucking.com

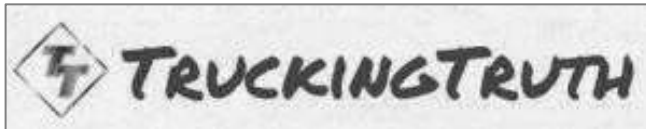
PO Box 26330,
Overland Park, KS, 66213

"Welcome to AllTrucking.com, your source for finding information to become a truck driver and find a trucking

career. Whether you are looking for your next truck driving job or want to learn how to earn your CDL, we have guides for you. We have even organized some of the more common questions that might be found on a CDL exam, and put them into a simple practice test! "

They have a library of guidebooks - from career support and paying for school to helping veterans – "we've got a resource to help anybody." Here are a few of our most frequently requested pages:

- How to Pay for Truck Driving School
- Truck Driving Jobs: Careers in Commercial Truck Driving
- Company-Paid CDL Training Programs: A Comprehensive Guide



Trucking Truth

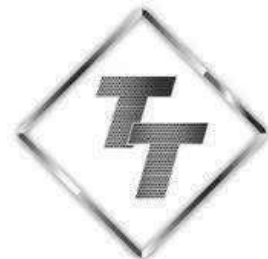
www.truckingtruth.com

A Positive Yet Honest View Of The Trucking Industry With Friendly Advice From Experienced Drivers

Trucking Truth (TT) was created in 2007 to give new drivers a true picture of what a career as a truck driver is all about and a straightforward strategy for surviving that first year of their career. I wanted people to know that trucking can be an awesome career for the right person and it's totally doable if you work hard, keep a great attitude, and have a solid strategy in place.

A huge informational website that includes:

- Trucker's Forum
- Truck Driver's Career Guide
- Free CDL Practice test
- A list of companies that hire people with a criminal history.
- "The Road Home" podcast
- All things CDL
- Trucking Company Reviews
- Trucking Wiki...where you can find out FAQ's, physical health tests and issues, limitations and opportunities for drivers with a criminal history, driving with pets and much more.



Get Paid While Training For Your CDL?

Upon completion of your paid CDL training, you will sign an agreement to work for the company for a specified amount of time. This is how they recoup the time and money they've invested in your CDL training, which is a very fair deal for both sides.

If you quit working for the company before your obligation is complete, you will owe the company a prorated amount of money for the schooling. At some companies, your training will be free once your obligation is complete. Others may require you to make payments from your paycheck to cover the tuition for the schooling.

TT offers a review of the companies that offer paid CDL training.

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

Your Name
Milwaukee, WI
Your email
111-222-3333

**EXAMPLE of a
Letter of Explanation**

Re: Letter of Explanation

Insert Date Here.

Dear Sir or Madam,

The things I value most are honesty, integrity and directness. Therefore, in anticipation of the criminal background check, you will find that in October of 2006 I was convicted of the offense of Armed Robbery - Use of Force. I served 24 months in prison for my crime. Upon release in 2008, I unfortunately, returned to the same negative influences and the same circle of negative associations and as a result, I re-offended in 2009. The charge was again, Armed Robbery this time as a Party to a Crime. I know that what I did was wrong. It was a result of poor decision making on my part and it hurt a lot of people. I've learned a great lesson and won't repeat those past mistakes.

While incarcerated, I completed my HSED through the Warren Young School. In addition, after a period of careful self-examination, I began working on ME. I successfully completed coursework in **Walking the Line - the Vow to Succeed Program, Cognitive Intervention Phases I and II, and Re-Entry bridge to Success programs**. I then continued my education, gaining **certifications in Telecommunications Technologies as a Network Cabling Specialist in Copper Based Systems**. Since my release I have done some full time work as laborer in a tannery and volunteered my time at my 11 year old son's school. However, I am looking forward to getting back to work full-time in the field of Telecommunications as an installer so I may further demonstrate the changes in my life and be a responsible member of society.

I can understand why you may be hesitant to hire someone with my background. However, I am eligible for **The Fidelity Bonding Program which can insure you for up to \$25,000** against any act of dishonesty on my part. Additionally, when you hire me, you will be eligible for **Work Opportunity Tax Credits to save you up to \$9,000 this year**. I will be happy to provide you more information about those programs during our interview. Lastly, I recently successfully completed the **Pipeline to Employment Training Program for Former Offenders** sponsored by the **State of Wisconsin Department of Workforce Development** and I can provide a letter of recommendation from them at your request.

I am eager to pursue this or other opportunities with your company because I am confident my skills and experiences will dovetail with the needs of your business.

Thank you for your time and consideration.

Sincerely,

Your name here

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

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*

PRE-RELEASE INVENTORY

Additional items to add to your list!

1. List the gifts that you bring with you!

- Include your courage, determination and authenticity.
- Your ability to listen well and offer the greatest gift a person can give: your attention.
- The special tools and skills you've developed to share with employers, coworkers, customers and clients.
- Expanded knowledge, compassion and commitment to those who are close to you.
- The unique perspective, and pro-social community-building skills that you have to construct the future with others!



2. Prepare for tough times. Write down book titles, articles, names of friends and family, and community resources you can turn to when things are tough; or when you feel down or vulnerable. When it's difficult to reach out to people; books may be a good place to start.

3. Check for "Over-Confidence". It's crucial to be confident...but foolish to be over-confident! Here are a couple of ideas to locate and address possible points of overconfidence:

- + Play "Devil's Advocate". Be critical and pessimistic. If possible, solicit the help of a friend or a young person. (In general, the young are better at this than adults.)
- + Resist comparing yourself to others. Everyone does things differently!
- + Listen to, and address, concerns or criticisms from others. This doesn't mean you need to argue with them or change course. Just check to see if you are fully considering their perspective.
- + Mix modesty and humility with enthusiasm.

4. Remember: you've got a lot of choices ahead! There's always more than one option, and almost always more than two. Try to find at least 4 options from which you can build or blend options to create your best opportunities!

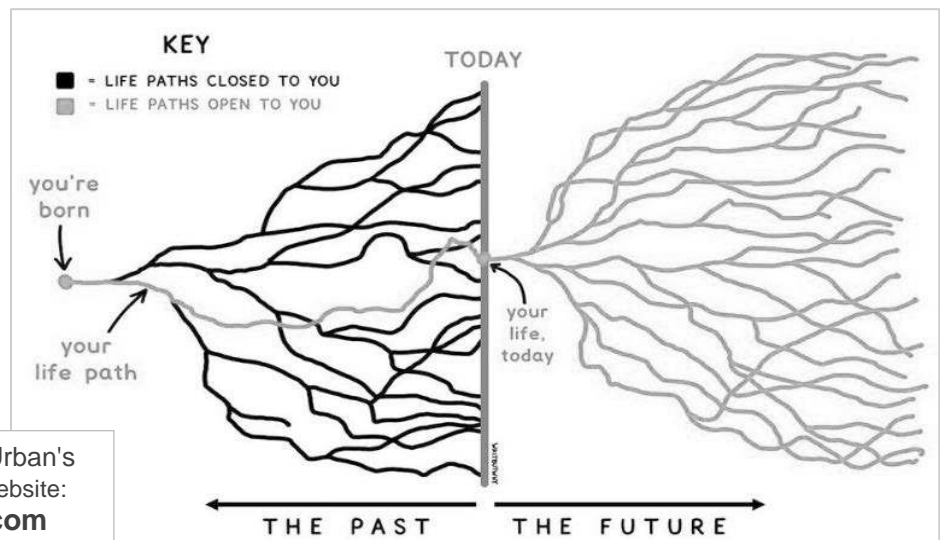


Image from Tim Urban's
Wait But Why website:
waitbutwhy.com

AGENCY and ACTION

What can we do,
with what we have,
where we are,
right now ?

*** We can get ready for change; ready to build what comes next; ready for the unknown! We can read, write, plan, draw, and think – as a strategic problem solver and community building collaborator.

*** We can stay flexible...mentally and physically...so that whatever comes, we will be ready and able to adjust and contribute.

*** We can reflect, and deepen our understanding and compassion.

*** We can consider the things that we would most love to give our deep attention to and consider how our unique gifts could bring strength to the areas we are most passionate about.

*** We can gather tools and build skills that we will need such as attending to issues with anxiety, depression, loneliness, self-doubt; or deepening skills we already have and which are so hard to find such as listening and caring.

*** We could learn something important for community building, so we can share it with any community we join.

*** Feel free to reach out to Fair Shake to see if we can connect you with a group of people who are working in the area where you would like to invest your efforts: outreach@fairshake.net.

Wishing you all the best through your transitions to come! Your success is important to me...and to our future together. **Ubuntu!**

HOUSING

Like the Fair Shake [Find A Job](#) page, the Housing Search page lists search engines to find housing near you. In addition to the websites listed below, there is a lot more information in the [Resource Directory](#) and in Reentry Guides section below the Search Box.



Aunt Bertha

Aunt Bertha is a social care network that connects people and programs — making it easy for people to find social services in their communities. To do this, we've verified and added hundreds of thousands of programs covering every county in the US.



2-1-1

A phone number and a website! Not sure where to turn? We are here for you. **211 receives more requests for help with finding housing or shelter or paying utilities bills (over 4.4 million each year) than for any other issue.**

Homeless Shelters and Service Organizations:

National list of homeless shelters and other services homelessshelterdirectory.org/

Find the Housing Authority Near You!

A nearly-complete list. Some others are located on the Fair Shake website under State and Local Reentry Guides.

https://www.hud.gov/program_offices/public_indian_housing/pha/contacts



Section 8: Frequently Asked Questions

What is Section 8 Housing?

The actual name of the program commonly known as "Section 8" is the Housing Choice Voucher Program, a federally funded program that subsidizes rent for eligible participants. It is designed to assist very low-income families or individuals. A housing subsidy is paid directly to the landlord on behalf of a participating family/individual.



How do I apply for Section 8 housing?

Contact your local [Public Housing Authority](#).

For further assistance, contact the Housing and Urban Development office nearest you.

Does my criminal record ban me from public housing?

There are only 2 convictions for which a PHA must prohibit admission:

- If any member of the household is subject to a lifetime registration requirement under a State sex offender registration program; and,
- If any household member has ever been convicted of drug-related criminal activity for manufacturing or production of methamphetamine on the premises of federally assisted housing.



National Reentry Resources (besides Fair Shake)

2-1-1 or www.211.org Dial 211 or visit the website!

211 is a vital service that connects millions of people to help every year. Simply call 211 or search for 211 online. Program of United Way.

Services include:

Supplemental food
Shelter, housing, utilities
Emergency / disaster relief
Employment opportunities
Education opportunities
Veterans services

Health care
Rehab and addiction services
Reentry Resources
Support groups
Safe path away from abuse



Aunt Bertha: <https://www.auntbertha.com/>

Search for free or reduced cost services like medical care, food, job training, etc. People can create profiles, connect with resources, and save searches...or search anonymously anytime.

Positive Transitioning: 614-573-0464 or 844-392-9695

CALL FOR RESOURCES: Employment, Housing, Education, and Legal Assistance. - 24/7 Resources and Listening Line Are you looking for resources? Give us a call! Also sign up for coaching, enroll in classes and connect to a mentor or become a mentor. www.positivetransitioning.org

Help Yourself Therapy:

www.helpyourselftherapy.com/

SELF-Therapy For People Who ENJOY Learning About Themselves. Free, confidential, practical advice from a therapist. Everything is easy to understand and to use. Self-disclosure is never needed. Completely confidential.



Help Yourself Therapy

Homeless Accommodation Directory: www.homelessshelterdirectory.org/

Transitional Housing www.transitionalhousing.org

Food Pantries and Soup Kitchens: www.homelessshelterdirectory.org/foodbanks/

Employment Related:

Clothes For Women: **Dress For Success** <https://dressforsuccess.org/>

Clothes For Men: **Career Gear** <https://www.careergear.org/>



careeronestop

U.S. Department of Labor

Career One Stop www.careeronestop.org

Your source for career exploration, training & jobs.

Vital Records www.cdc.gov/nchs/w2w/

Where to write, or where to go, to obtain birth, death, marriage and divorce certificates.

Social Security new or replacement card: <https://www.ssa.gov/ssnumber/>

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Fair Shake's

MYTH-BUSTERS



Myth: FALSE DICHOTOMIES – The idea that you must choose between two options: Yes or No. Good or Bad. Right or Wrong. Candidate A or B. Rise or Fall. With Us or Against Us. Science vs Religion. Rational vs. Emotional. Individual vs. Group. and one that I've heard a lot in my life: "That's a man's (sport, job, perspective); it's not for women". (a form of yes or no) Whenever you need to make a choice, see if you can find 4, 5, or even 10 options!



Myth: WE STOP LEARNING – If I had never touched a flame before I turned 58 years old, I would learn to never touch one in the future if I touched one today. We acquire information constantly and we organize it into meaning. We may even care enough to find out how what we learned relates to what we already know and believe. One thing school failed to teach us is how to learn, and how to discern what we learn. The 'information sources' today are louder, strangely influential, and grossly incomplete. To get the full picture, we have to dig for information and ask good questions, while also trying to avoid getting overwhelmed or trapped. We must keep learning, and as we learn, we can learn to live together better! We do not have to accept limitations or acceptable levels of suffering. We are NOT STUCK. We can learn...and then change...whatever we want. "There is no inevitability as long as there is a willingness to contemplate what is happening." - Marshall McLuhan (author of *The Medium is the Message*)



Myth: MERITOCRACY - The more you learn the more you earn', 'you can make it if you try', 'pull yourself up', etc. Many ways to reinforce the idea that the people who have the money and the stuff are successful because they earned what they have, they got all their money through hard work and a shrewd (including a 100% respectful, environmentally-sound and firearms-free!) investment strategy. If only. Investing is almost never in line with our humanity values...yet it is always in our best interest to invest in humanity. Meritocracy is justified stratification; people above others for their achievements. Michael Sandel said: "We've slid into the assumption that the money people make is the measure of their contribution to the common good." I wonder how the merit idea would work if we increase accolades and 'status' based on care about others?



Myth: INCARCERATION PAYS A 'DEBT TO SOCIETY' - Why do we keep repeating this? Members of society believe that incarceration and the judicial system costs them money; they do not feel that they have been paid in any way. How could they? The only debt that has been paid is the one requested and required by a heartless and hungry punitive system. Society has little faith that 'the system' is providing the information necessary to reengage successfully. Together, we can change this. The 'justice system' is the only group getting paid.



Myth: WE ARE FRAGILE - The "Helping" Industry relies on us being weak. ACE (Adverse Childhood Experiences) scores may describe some aspects of people, but they in no way represent who we are. Many of us with high ACE scores have also become even more than resilient, we are now anti-fragile because of our challenges. This means that the adverse conditions made us stronger than we would have been without them.



Myth: TV NEWS INFORMS YOU OF WHAT IS GOING ON All you get from any single news source is what they want you to see and believe. What they show us is what their sponsors want them to show us. Sponsors demand support, so the advertisements determine the 'news' you'll see on TV. Social Media cannot be counted on to inform us of anything but an opinion. To get more pieces of the whole story, we must consider information offered by many news sources.



Myth: WE NEED AUTHORITY AND MONEY TO 'FIX' OUR CHALLENGES - Why would we ask the institutions, and the people who are complicit in maintaining them, to fix the problems they created? Winona LaDuke says: "You shouldn't let your dealer tell you what you need." Are we frustrated enough yet to work on the solutions together? We've been trained to believe these myths:

- Experts and 'science' have the solutions to our challenges; they will provide the relief for our suffering. Q: What if they are the cause of our suffering?
- Money will fix our problems. Does money build trust, cooperation and feelings of confidence? We have gifts to share with each other. Our focus on money continues to take away our power. Money does not give us power. Feelings of agency, support and capability give us power!



Myth: INDIVIDUALISM – Individualism is said to be a “fundamental American principle” so is authoritarianism, lying, stealing, false superiority and also the myth of the 'self-made' person and "united we stand".

INTERDEPENDENCE, on the other hand, is a fundamental planetary principle. We can easily see our impact on the environment and on each other because of our insatiable pursuit of more stuff; a belief created to fill the hole created by 'individualism'. The Rev. Desmond Tutu reminded us that "the solitary individual" is a contradiction in terms.



Myth: "FREE-MARKET CAPITALISM" - You'll find that file between Easter Bunny and Santa Clause. The game is rigged. Capitalism offers some opportunity, but 'the market' does not **respond to our needs**. Instead, it manufactures our desires and externalizes unhealthy costs.



Myth: NOTHING WORKS: Roger Martinson wrote, "the represent array of correctional treatments has no appreciable effect - positive or negative - on rates of recidivism of convicted offenders." In the magazine Public Interest (1974), he stated, "rehabilitative efforts that have been reported so far have no appreciable effect on recidivism." The way that I read this is: the ineffective 'programs' supplied by the prisons (or whomever else) did not impact the already low (compared to today) recidivism rate. He said that no single thing works because we are unique. We are not robots. One thing that always works is 100% pro-social: it's us working together!



EMPLOYMENT AND EDUCATION REDUCE RECIDIVISM Only YOU "reduce recidivism". You and nothing else. It is up to you to utilize education or employment opportunities to support your reentry success; YOU get full credit for how you apply your gifts. After all, employment and higher education did not keep Jeff Skilling, Bernie Madoff, Martha Stewart, Bill Cosby, Charles Kushner, or several elected representatives, out of prison.



CRIMINOGENIC NEEDS Incarcerated people have basic human needs; the same needs we all have. You are not different. This is yet another attempt to scientize othering.



Myth: EXPERTS KNOW WHAT'S BEST

Experts have agendas. Always consider who is paying the 'expert'. Non-profit status does not automatically indicate integrity. Professional 'fixers' are often poor listeners. Prisons, schools and hospitals tell us what we need, they rarely ask what we think or feel. How can they 'help' if they don't hear? We can learn to listen to ourselves and each other by asking questions. We can work, care, and grow together to build our capacity for complexity, cooperation, constructive learning, critical thinking, and agency! We are the 'experts' we've been waiting for.

Find A Job

Finding employment is one of the top priorities of most people in society. Finding employment after incarceration is not only pivotal for reentry success, it can also be a requirement for parole or a halfway house.

It is important to find satisfaction in our jobs, but sometimes we must temper our wishes with our needs.

When we have to take a job that we are not excited about now, we can leverage the feelings of dissatisfaction to push us toward whatever it is that we need to do to find satisfaction. These things may include: submitting applications for jobs that we really want but may not be available now, or trying to work in an organization that has a similar philosophy to our own so we can move within the organization to a job that is more fulfilling, or perhaps we need to get the education required for certain positions, or maybe what we really want is to start our own business but need to work a 'day job' until our idea provides enough income for us to thrive.

Knowing there are many avenues to employment, Fair Shake offers several ways for you to engage within our website.

Remember: most jobs get filled without ever being listed on a website!

When searching for employment, remember to consider what it is you want to do. What type of business would you like to work in, and in which positions do you think you would dowell? What kind of jobs might you enjoy doing? Keep your eyes on the prize! Even if you must work in a job you don't care for now, remember that you are building character, patience, tolerance and REFERENCES. The image to the right is what our "Get A Job" page looks like today. This page, like all pages on the Fair Shake website, is constantly evolving. Please let us know what you think!


Fair Shake Employment Pages

Find a Job

Find a Job (or Start Your Own Business)

Job Search Engines

All search engines available online only


job-applications.com


#1 Independent Online Job Application Website

We offer links to online application pages and printable job application forms from our comprehensive database. We feature information on 1,500 popular companies in major industries such as fast food, retail, grocery stores, hotels and restaurants. Each company listed has a page which includes company history, service offered and common job opportunities. <https://www.job-applications.com/>

Way Up

<https://www.wayup.com/>

We feel strongly that opportunity belongs to all, and that an individual should never be limited by their economic status, race, sexual orientation, gender, who you know, where you went to school, or where you're from.



glassdoor


<https://www.glassdoor.com/>

Glassdoor is one of the fastest growing jobs and recruiting sites. It holds a growing database of millions of company reviews, CEO approval ratings, salary reports, interview reviews and questions, benefits reviews, office photos and more. No other site allows you to see which employers are hiring, what it's really like to work or interview there according to employees, and how much you could earn.

Jobs for Felons Hub

<http://jobsforfelonshub.com/>

A resource website created by a few folks who have personally watched their loved ones struggle to get a job due to having a felony. They share their free reentry employment guide here. Check out their website or their Facebook page for more information! <http://jobsforfelonshub.com/start-here/> or Facebook: <https://www.facebook.com/jobsforfelonshub>




Successful Release

We have personally contacted each company for information regarding jobs for felons. <https://successfulrelease.com/jobs-for-felons/>

Guide to Finding a Job Through Networking <https://successfulrelease.com/who-hires-felons-where-to-network-to-find-jobs-for-felons/>

Formerly Incarcerated College Graduate Network

<https://www.ficgn.org/job-leads> Discover career-related jobs that welcome formerly incarcerated applicants and see the value in your lived experience.




Jobline

Toll-Free Number: 1-800-414-6748 If you are looking for employment, Jobline is a free public service available on the telephone 24 hours a day, 7 days a week. New jobs are listed on the system each day, and jobs that are filled are removed. All that is required is a touch-tone telephone to establish your personalized job-search profile. The system is designed for you to use each day during your job search.

USA Jobs

An official website of the United States government <https://www.usajobs.gov/>



O*Net
Occupation Search! <https://www.onetonline.org>


All of these websites have thousands of jobs available at different employability levels:

Indeed.com Simplyhired.com Monster.com Linkedup.com

Non-profit Job Search Engines:

Idealist

www.idealists.org Jobs, Internships and Volunteer Opportunities (that can sometimes turn in to jobs...)



Jobs That Help


<https://www.jobsthathelp.com/>

WISCONSIN JOB SEEKERS! Looking for a meaningful career that makes a positive difference in your community? Whether you are an experienced professional or an enthusiastic newcomer, you have come to the right place!

Encore


www.encore.org

Jobs for people 50+ yrs of age



Philanthropy News Digest

Philanthropy News Digest: all levels of non-profit jobs.




<http://philanthropynewsdigest.org/jobs>

GIGS: Single or multiple day opportunities

For an interesting temp option, you can check out the Craigslist in your area under 'Gigs'. You'll find opportunities that include moving furniture, doing yard work for a few hours, car dismantling, CDL temporary jobs, staff for weekend events, handyman, cleaning, carpentry, welding, electrical, plumbing, painting, brand ambassadors (reps) and much more. Many of these gigs have opportunities that can turn into jobs.

Keep the author's intent in mind when searching on Craig's list. Beware that some listings are quite sketchy...

<https://newyork.craigslist.org/>



Gary's Job Board: Truck Drivers wanted!

Gary can find you a better truck driving job, with or without a CDL.

Website: <http://www.garysjobboard.com/>

More information about trucking / driving jobs:

<https://www.fairshake.net/employment-trucking-driving-jobs/>


Prepare For Work!

www.fairshake.net/prepare-for-work/

- Resume Writing Ideas
- Letter of Explanation
- Prepare For Your Interview
- ... and much more!

Employer Support

Give employers tools and information to help them hire you.



Share this document with your potential employers to help them hire you.


Bonding, WOTC, and EEOC filers

- You are bondable
- Federal Bonding Filer
- Work Opportunity Tax Credit Filer
- Equal Employment Opportunity Commission: Background Checks
- More on Background Checks: What Applicants Need to Know
- Formerly Incarcerated Individuals' Job Restrictions (US and Wisconsin) Created by the WI-DDC

US Department of Labor CareerOneStop

Formerly Incarcerated Reemployment

<http://www.careeronestop.org/ExOffender/index.aspx>



Watch The Video!

1-877-348-0502 TTY: 1-877-348-0501

Career OneStop Locations:

Alabama Louisiana Ohio

Start Your Own Business

It's not easy, but for the creative, courageous and tenacious, it's often the right thing to do. Here are a few documents to help you get started.

- From the Small Business Administration
- Business Plan Template

Prepare For Work

There are many ways to approach employment. Some people 'know somebody', sometimes we get lucky and meet our new boss or coworkers where we volunteer or through a recreational activity...but most of us will write resumes, find available jobs online or through an employment agency, fill out applications and then endure one or many job interviews.

Thanks to the generosity of several resume' writing professionals and job readiness coaches, we've assembled what we've found to support you as you build your resume', your interview skills, and your confidence!


While the information here addresses several of the concerns of job seekers, we want to encourage you to also consider topics from the "Free School" section of this book, the website or the software, to support you through the inevitable challenges that will occur as you create desirable outcomes.

Please remember: many employers want to hear more about how you built yourself up while you were incarcerated than they do about your past. Keep the conversation positive!

They want to know that you care. That you will be a good listener and team member, if you can embrace the company culture, learn, follow through and get things done. They want to know that you are interested and motivated.

Prepare for Work

Everyone prepares for work in a different way. Fair Shake offers many tools for you to use in the way that you choose to prepare for temporary jobs or long-term careers.



O*Net
Occupation Search! <https://www.onetonline.org>

The Resume Writing Academy

www.resumewritingacademy.com

Resume Writing This document generously shared with Fair Shake by The Resume Writing Academy thanks to: Wendy Enelow, MRW, CCM, CPRW, JCTC and Louise Kursmark, MRW, CCM, CPRW, JCTC

- Resume Examples
- Top Tips & Techniques for Writing Best-in-Class Resumes
- Free 78-minute resume writing audio webcast with printable handouts.
- Best Resumes and Letters for Ex-Offenders

A resume guide that addresses special employment issues facing ex-offenders.

Raw Resume

<http://www.rawresume.com/write-resume-definitive-guide>

How to Write a Great Resume: The Definitive Guide This guide will take you from start to finish through all the aspects of a great resume and help you transform your current one into an interview-winning resume. Written for beginner and intermediate job seekers. Print or read The Complete Guide to A Winning Resume - Cheat Sheet to get started. Here I am - Resume Writing That Gets Noticed. The Complete Guide to a Winning Resume Cheat-Sheet

Discussing Your History in the Interview

- Discussing Criminal History in the Interview

Other Employment Support

Jails to Jobs

http://www.jailstojobs.org/html/help_with_new_entry.html

Jails to Jobs is an organization that gives ex-offenders the tools they need to find employment. On this website you'll find a step-by-step plan to follow as you carry out your job search.

Livecareer.com

Livecareer.com offers great tools and resources for exploring careers, whether you're searching for a new job or considering a career change. - See more at:

<https://www.livecareer.com/quintessential/career-exploration>

how2become.com

How2become.com offers a resource guide that provides detailed insight into how to answer certain questions, body language and more.

<https://www.how2become.com/resources/interview-skills/>

Fair Shake Employment Documents

Available Offline and Online

- Employment Tips
- Resume Guide
- Interview Tips
- Interview Questions for You to Ask
- Sample Interview Questions
- Computer and Internet Tips
- Letter of Explanation
- Functional Resume Example
- Accomplishments and Skills Worksheet
- Employer Support
- Resume Examples
- Favorite Verbs for Your Resume
- Sample Employment Application
- Cover Letter | Thank You Letter
- Self Employment

Employer Support!

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Bonding, WOTC, and EEOC fliers

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- Equal Employment Opportunity Commission: Background Checks
- More on Background Checks: What Applicants Need to Know
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Start Your Own Business

It's not easy, but for the creative, courageous and tenacious, it's often the right thing to do. Here are a few documents to help you get started.

- From the Small Business Administration
- Small Business Administration: Start A Business!
- From the Consumer Information Center: Planning and Goal Setting for A Small Business
- Minding Your Own Business
- How to Write a Business Plan
- From the Fair Shake Reentry Packet
- Self Employment

US Department of Labor Career Onestop

Formerly Incarcerated Reemployment

<http://www.careeronestop.org/ExOffenderIndex.aspx>

careeronestop

Watch The Video!

1-877-348-0502 TTY: 1-877-348-0501

Career Onestop - Locations:

Alabama	Louisiana	Ohio
Alaska	Maine	Oklahoma
Arizona	Maryland	Oregon
Arkansas	Massachusetts	Pennsylvania
California	Michigan	Rhode Island
Colorado	Minnesota	South Carolina
Connecticut	Mississippi	South Dakota
Delaware	Missouri	Tennessee
Florida	Montana	Texas
Georgia	Nevada	Vermont
Hawaii	New Hampshire	Virginia
Idaho	New Jersey	Washington
Illinois	New Mexico	West Virginia
Indiana	New York	Wisconsin
Iowa	North Carolina	Wyoming
Kansas	North Dakota	
Kentucky		

Career Onestop

Put together a successful job search with resources on resumes, interviewing, networking and finding job openings.

<https://www.careeronestop.org/JobSearch/job-search.aspx>

Everything in this section available Online Only

- America's Service Locator** connects individuals to employment and training opportunities available at local American Job Centers. www.ServiceLocator.org
- America's Career InfoNet** occupation and industry information, salary data and career exploration assistance. www.CareerInfoNet.org
- mySkills myFuture** helps career changers find new occupations to explore. www.mySkillsmyFuture.org
- Veterans ReEmployment** is a one-stop website for employment, training, and financial help after military service. www.CareerOneStop.org/ReEmployment/Veterans

About The Fair Shake Personal Web Page

Personal Web Page Example

- Members differentiate themselves from other applicants!
- Members share information easily. No need to carry documents; they are stored in their account.
- Shows dedication to reentry success and provides a place to demonstrate interest in taking a proactive approach by sharing skills, character traits, and intentions.
- Employers and property managers can get to know members comfortably, reducing likelihood of auto-dismissal based on felony history.
- Fair Shake Member Card provides member information, url and password to the member's page.
- Member Web Page password is changeable! Access only given to current password holders.
- Fair Shake can verify references, even for volunteer work. Check out our example Personal Web Page | Personal Web Page Flyer | Fair Shake Brochure

Also available to Fair Shake members is a free email account, data storage and tutorials to learn to use electronic tools.

National Resources and Information

Advice from a Senior U.S. Probation Officer Workforce Development Coordinator

<http://community.ncdo.gov/forums/p/46711/85165>

- Federal Bureau of Prisons Employment Information Handbook
- Background Checks - EEOC

Veterans Employment Assistance: The Transition Assistance Program (TAP) was established to meet the needs of veterans during their period of transition into civilian life by offering job-search assistance and related services. The guide books below were created specifically to support you by applying

Culture Shock!

Most of the information Fair Shake shares is for everyone to read, because everyone plays an important role is creating opportunities for success after incarceration. This document has been created to increase generosity and understanding between the people who are coming home from prison and the people who have not experienced prison. Whether family, co-workers, neighbors, or friends, it's important to try to think about how hard it must be to 'hit the ground running' after living in such a stark and controlled environment, while gadgets, lingo, and trends are mutating quickly and constantly.

In many aspects, life in prison functions in opposite ways to life outside of prison.

Although we cannot grasp what prison culture is like, if we can imagine living for several years on a confined piece of land surrounded by fences while living, working and eating in cement buildings, we begin to scratch the surface of a very different daily life. Inside prisons (and outside of administrator's offices) we find few, if any, potted plants, curtains, pictures on the walls, or carpets on the floors to provide a little comfort and absorb sound. Sleeping quarters are often very small, sometimes made smaller by the addition of a toilet, a sink and possibly another person. Other sleeping spaces can include large dormitories filled with dozens of bunk

beds and little or no privacy or quiet. People in prison do things in large groups frequently, like dining and going to work, while everyone in prison is living within their own unique story, too, which may include difficult news from the doctor, a lawyer, or family and friends, at any time. Oftentimes people must bear their hard news alone.

Prisons have unique cultures, which can vary a great deal: over the years, within one institution, between institutions, and amidst the types of institutions (federal / state; or security levels). Not only do the people change, but also the philosophy and directive of "corrections".

We all become acculturated or "institutionalized" to places where we spend a lot of time: where we work, go to school, our neighborhood, etc. When we return home after spending time in another culture, our own customs can feel a little strange. We can adjust to a wide variety of conditions over time and even assume new cultural norms without consciously deciding to do so. Just as we need time to adjust to a new neighborhood or job, people coming home need time, generosity and understanding to adjust, too.

We have power! We can build relationships, trust and understanding by reducing expectations and projections; and by increasing listening and care.

Consider just a small sample of cultural and lifestyle differences:

Persona

IN PRISON: Survival in some prisons may require a tough appearance. Gentleness and kindness may be perceived to be weak, leading to a person being taken advantage of mentally, physically, or both. Maintaining a stoic exterior, keeping thoughts to one's self can be useful in prison.

OUT OF PRISON: Friendliness, smiles, and engaging conversations can show others we are open to interaction. These sociable attributes are critical for success many jobs.

Trust

IN PRISON: Trust is hard to give and hard to gain. Concealment of emotions is important in many circumstances but it can make trust more difficult to attain.

OUT OF PRISON: One of our most treasured character traits is honesty. Trust is an important element in any relationship; whether with family, friends, or work-related. We work hard to build long- lasting relationships. It is within these deeper relationships that we can learn more about ourselves.

Choices

IN PRISON: In addition to having an established schedule in prison, incarcerated people have few choices about where to go, what to wear, what colors they would like to see on the walls, or what they would like to eat for breakfast.

OUT OF PRISON: We constantly make decisions. Life moves at a brisk pace with frequent changes. We're constantly adjusting our plans, and re-prioritizing our goals to accommodate others and still keep time for ourselves. Lots of choice!

Gizmos

IN PRISON: There are few gizmos. One gizmo is the music player. For twice the cost that unincarcerated people pay for a single song, an incarcerated person – who often earns about 1/100th of what they would earn outside of prison – can add a song to their MP3 player. Another gizmo is the 'public computer', which offers email and news within the institution. The most advanced gizmos are the tablets, which may or may not be free to the user. They offer email, music and movie services that generally come with a cost, and may include free services, too, such as books from Project Gutenberg, prison and education programming, or even Fair Shake's free software.

OUT OF PRISON: Gizmos, such as phones, tablets and laptops are ubiquitous. The devices demand attention which many of us eagerly provide. They offer non-stop distractions from 'real life' in the form of videos (many of which people make and post themselves), TV, social media, email, music and radio. Gizmos are also able to offer two-way communication through text, voice or video options.

Social Media

IN PRISON: People watching TV together, people reading the same article and then talking about it, and even teleconferencing visits with family or friends are pretty much the extent of social media.

OUT OF PRISON: Social media is on almost every gizmo, and the pressure to join facebook, twitter, instagram and linkedin is great.

Many of us claim social media is 'pro-social' and boosts our awareness of current events and their meaning, but it has been tied to anxiety, depression and suicide.

Quiet Time

IN PRISON: Prisons are noisy places. They offer few quiet places or opportunities for time alone. The buildings are made of concrete and offer few furnishings to reduce noise. When people get upset, they may become loud. Many incarcerated people keep earplugs with them at all times.

OUT OF PRISON: Life is very busy and we are constantly interacting; the gizmos make sure of that. We have to be strong and determined to carve out time to be alone...to reflect on our day, our perspective, and life, or to sit quietly and listen. Quiet time can be rejuvenating and reaffirming.

Care-giving

IN PRISON: Incarcerated people are not able to provide daily, in-person physical or emotional care for children, partners, parents, or pets.

OUT OF PRISON: Caring for others is constantly affirming, taxing, challenging, and invigorating! We need to be needed, and we feel good supporting those we care about. Caring for others enhances our health!

Humanness

IN PRISON: Incarcerated people may be referred to as "offender", inmate, or by their last name or ID number.

OUT OF PRISON: We can insist upon being treated with respect.

Physical Contact

IN PRISON: Affectionate touch is brief and has been limited to family and close friends when they visit. Since COVID began, many visits have been replaced with teleconferencing.

OUT OF PRISON: Handshakes, hugs, back-patting, and other signs of affection are welcome and encouraged among relatives, friends, teammates and colleagues.

Information

IN PRISON: Incarcerated people can access a limited amount of information through magazines, newspapers, television, radio, and letters. But a person can think, weigh options, and philosophize with others, and without a gizmo buzzing at them constantly.

OUT OF PRISON: We are overloaded with information, misinformation and disinformation, with very few tools to differentiate one from another and very little desire to hear things from outside of our bubble. Online, we have limitless reinforcements for our beliefs.

Patience

IN PRISON: Incarcerated people must ask for - and wait for - assistance, services, and professional help including doctor visits, rides to see specialists, meetings with administrators, phone calls, and daily meals.

OUT OF PRISON: We are impatient. We want 'urgent care' and we can get medical help immediately, if necessary. We arrange meetings according to our schedule and we can spontaneously do things.

Consider these similarities, too!

- In prison, people continue to love children, partners, parents, grandparents, sisters, brothers, other relatives, friends, colleagues, clergy, advocates, etc.
- We all appreciate humor and many of us support our favorite sports people / teams
- We all feel sad, scared, excited, angry, caring, anxious, blue and vulnerable at times.
- We are all concerned about safety, security, and the future.
- We all need - and deserve - feelings of self-worth, agency, dignity and belonging.

Dealing With Rejection

When we put ourselves in a position to be vulnerable to another person's opinion, we risk rejection.

Sometimes the risk is very small. Example: I tell a joke but my audience doesn't laugh. They look at me like I am speaking a language they don't understand. What does this mean? Do they reject my joke? Do they reject me? Maybe they don't share my sense of humor. Maybe they don't understand the joke. Maybe it's just not a good joke or maybe I need to learn how to deliver jokes. There are so many variables!

When I'm standing there in the silence, however, I find it hard to think of anything but "I'm not funny." or "I failed." I may even internalize these words and start to feel pretty rotten, as if I am incapable or unappealing. I told the joke to have fun and win approval; instead I feel deflated and rejected.

When I take a much larger risk, such as applying for a job, an apartment or a loan - where I've invested so much more of myself (time, information, hope, dedication) - the stakes are much higher. I may become discouraged when I hear 'we've chosen another applicant', 'we've rented the apartment to another person', or just plain 'no'. Again, it's hard for me to not internalize it. But just as in the case of the joke, there may be many variables that I am not considering. At this crucial time, I must remember to believe in myself and continue to pursue my goal.

It is hard to stay positive when we internalize rejection, and yet that is exactly what we need to do to persevere toward what we want. When we feel defeated, we would be wise to remember that we have taken many risks in the past and we have been successful. We must risk failure and rejection to feel the power of success. It is both scary and exhilarating!

Consider using these tools to keep your perspective as favorable as possible:

- First, remember you are important! Do not let rejection from any person or group lead you to believe you are not important, valuable, creative and necessary to the well-being of everyone.
- Be open to the possibility of rejection or criticism as the push you need to improve your approach, consider making other changes. Find ways to be positive. Positivity is magnetic!
- Consider the source. If you are doing what you believe is the right and best thing for you, keep doing it. It's okay to be rejected by people or groups that we do not wish to be a part of. Perhaps it's not a good fit and our view is clouded by a fog of unrealistic hopefulness. Try to remember to not take feedback or rejection personally.
- Keep focused on the big picture! Don't let minor set backs keep you from achieving your goals.
- Persevere! Keep doing what you are doing. Remember that you are the pilot of your goal, challenge, or position and you will not let rejection hold you back.
- Believe in yourself! If you don't believe in yourself, how can you expect others to believe in you? There are so many things that are special and incredible about you; don't forget what they are!
- This is an opportunity to build resilience. Getting through difficult challenges makes you stronger and more capable for your next challenges. Summon your fighting spirit that says "I will not quit"!
- Find your gratitude. Be grateful for the opportunity. Be grateful for allowing yourself to FEEL. Be grateful for the freedom to create your life, even though it may be very challenging. Be grateful for your critics. If it wasn't for them, we would not learn about ourselves.



MORAL COURAGE

What is the definition of *moral*?

Oxford English Dictionary: Adj: 1.a.) Of or relating to human character or behavior considered as good or bad; of or relating to the distinction between right and wrong, in relation to the actions, desires, or character of responsible human beings; ethical.

Stanford Encyclopedia of Philosophy: A code of conduct. Morality and religion are not the same thing, morality is only a guide to conduct.

What is *moral courage*?

Rushworth Kidder: "Moral courage is the bridge between talking ethics and doing ethics." He goes on to say it is "a readiness to endure danger for the sake of principle, he explains that the courage to act is found at the intersection of three elements: action based on core values, awareness of the risks, and a willingness to endure necessary perceived hardship."

Irshad Manji: "Moral courage equips you to do the right thing in the face of your fear." She also says "Most people who show moral courage do so because the intimate voice of individual conscience drowns out the groupthink that produces passivity."

"In order for things to get better, we're going to have to be a little more virtuous."

- Anonymous

ALL AROUND US, we see increasing polarization, fakeness, gaming, and desire for control. It's happening in groups, political parties, schools (including higher education), the medical industry, prisons, and work places. Rather than increasing listening skills, understanding, care or knowledge, we have been willing to accept more laws, rules, restrictions and authoritarian measures, hoping to shape and manage behavior.

MORAL COURAGE offers a different approach to increasing safety, cooperation and social engagement. Moral courage offers us the opportunity to demonstrate our most deeply held values: equality, freedom, authenticity, autonomy, democracy, ownership and more...as we willingly offer them; each of us in our unique ways. Moral courage offers us the chance to offer understanding, rather than demand acquiescence; to listen and care, rather than enforce conformity. It provides us the opportunity to be ourselves, and also to be citizens-of-the-world.

But, as the quotes above show us, moral courage is not easy, especially since we have not been encouraged to be courageous or moral. Courage requires risk, and we are powerfully discouraged from taking any risks. Morality requires thinking about right and wrong, and we are strongly encouraged to just 'follow rules' and not worry about moral issues. We have to be morally courageous simply to talk about morality! Yet we all have our own perspectives of the thick complexity surrounding 'right and wrong' and 'good and bad'. As with many cases of the Fundamental Attribution Error (please look for the page dedicated to this topic), however, the 'good and bad' is easily defined regarding others, and only gets complex when we need to apply them to ourselves.

Moral Courage is the willingness to give to others these things that we all want ourselves:

Care * Attention * Consideration * Respect * A fair shake * Opportunity * Honesty

According to Rushworth Kidder, author of the 2006 book *Moral Courage*, three components must be present for moral courage to occur:

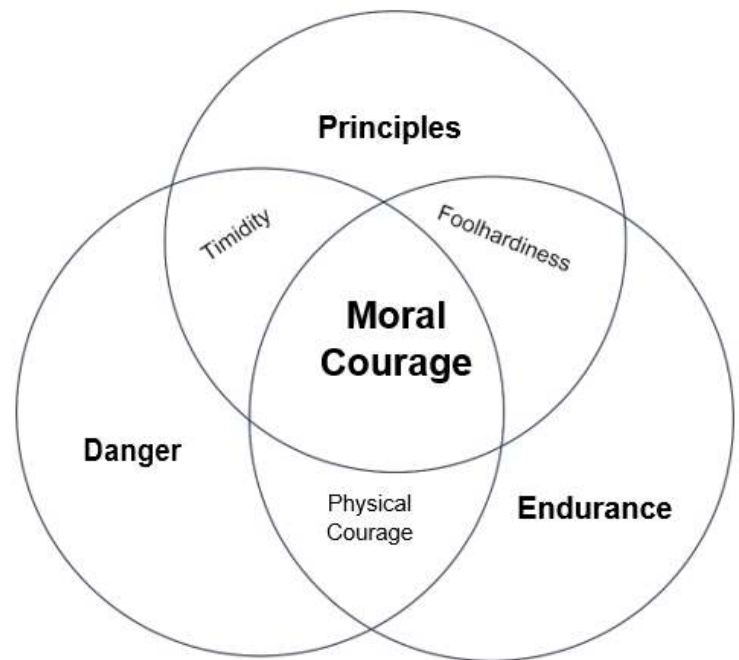
1. **Principles:** Convictions, core values, foundation for beliefs
2. **Danger:** Possibility of suffering physical or emotional harm or injury
3. **Endurance:** Fortitude; ability to last

If two of the elements are present, the result will be:

Danger + Principles = Timidity: Lack of self-confidence, boldness, or determination

Principles + Endurance = Foolhardiness: Rashness, incautious, recklessness

Endurance + Danger = Physical Courage: Bravery in the face of pain, hardship, even death

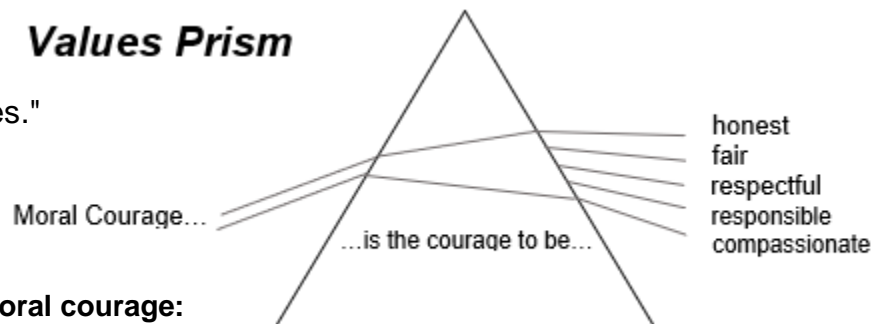


Moral Courage often requires us to take action to defend someone else, such as protecting a child, pushing back on bullies and questioning people who lie. Sometimes moral courage requires us to be honest with ourselves - which becomes increasingly difficult with age. (Yes, the words of experience.) In our current climate of polarization, sometimes it can be incredibly difficult to simply ask "why?" (Americans are becoming increasingly threatened by that small question, which is at the heart of the scientific method!) Moral courage is necessary when we are required to declare our boundaries, protecting our values and care for humanity.

Values Prism

"Sound values raise tough choices."

- Rushworth Kidder



Questions that may bolster our moral courage:

- Motives: why do I feel like I need to take a stand?
- Inhibitions: what might stop me? what are some deep fears I have about taking a stand? These fears might include: not wanting to accept ownership, indecisiveness, lack of commitment to the principle, sensitivity, desire for acceptance and many more...
- Risk challenges could include: disapproval, lack of support, suffering, shocking conventional opinion, shame, humiliation, ostracism, loss of status, loss of job and more.

Recommended Reading:

Haidt, Jonathan (2012). *The Righteous Mind: Why Good People Are Divided by Politics and Religion*. Pantheon

Kidder, Rushworth M. (2005). *Moral Courage*. Wm. Morrow

Manji, Irshad (2020). *Don't Label Me: How to Do Diversity Without Inflaming the Culture Wars*. St. Martin's Griffin (also visit Manji's Moral Courage website: www.moralcourage.com)

Relationships – Proceed With Caution

The Mental Health Foundation defines relationships as ‘the way in which two or more people are connected, or the state of being connected’. Relationships include the intimate relationships we have with our partners, ties that we form with our parents, siblings and grandparents; and the bonds that we form socially with our friends, work colleagues, teachers, healthcare professionals and community.

If you don't trust people, people will not trust you. – Lao Tzu

You don't see things as they are. You see them as you are. – Talmud

More from the Mental Health Foundation:

Relationships are one of the most important aspects of our lives, yet we can often forget just how crucial our connections with other people are for our physical and mental health and wellbeing. People who are more socially connected to family, friends, or their community are happier, physically healthier and live longer, with fewer mental health problems than people who are less well connected.

It's not the number of friends you have, and it's not whether or not you're in a committed relationship; it's the quality of your close relationships that matters. Living in conflict or within a toxic relationship is more damaging than being alone. As a society and as individuals, we must invest in building and maintaining good relationships and tackling the barriers to forming them.

Having close, positive relationships can give us a purpose and sense of belonging. Loneliness and isolation remain the key predictors for poor psychological and physical health. Having a lack of good relationships and long-term feelings of loneliness have been shown by a range of studies to be associated with higher rates of mortality, poor physical health outcomes and lower life satisfaction. In seeking to combat loneliness and isolation, however, we need to be aware that poor-quality relationships can be toxic and worse for our mental health than being alone. Research shows that people in unhappy or negative relationships have significantly worse outcomes than those who are isolated or have no relationships.

Longer working hours, money problems and less time to spend with family have been reported as some of the most important stress factors for relationships. Having few close relationships has been linked to higher rates of depression and stress in older adults.

Engaging in community helps us feel connected, supported and gives us a sense of belonging. Involvement in local activities, such as volunteering or playing sports as part of a team, has been shown to improve mental health and wellbeing.

When it comes to keeping physically well, we recognize that exercise and eating well require commitment and dedication. We need to adopt a similar approach to building and maintaining good relationships! For many of us, our approach to building and maintaining relationships is passive – it is something we do subconsciously and without deliberate effort. We often overlook that it requires an investment of time to maintain good relationships.

Five things we can do to build our feelings of connection:

1. Put more time aside to connect with friends and family.
2. Try to be present in the moment and be there for your loved ones.
3. Actively listen to what others are saying and concentrate on their needs in that moment.
4. Share how you are feeling, honestly, and allow yourself to be listened to and supported.
5. Foster healthy relationships: being around positive people can increase our mental and our physical health!

Tips for building relationships and learning to trust:

- Be honest with yourself. If you are honest with yourself, you can be honest with other people
- Express your concerns
- Go slowly! Do not idealize the situation; consider the relationship clearly and thoughtfully
- Build trust step by step. Start trusting each other in small matters
- Trust is a perception of honesty; competence and value similarly are essential
- We creatively build our reality through social interaction using social structure as our guiding behavior
- Remember: The judgments we make about others depend not only on their behavior but on our interpretation of the social situation

Love and Relationships

Regardless of how old we are, if we can think, we have thought about love. We know the definition is very broad, but we often allow ourselves to be duped into thinking "love" means "romantic relationship". Love certainly includes romantic relationships, but it is really so much more.

Almost everyone wants:

- To feel valued / valuable.
- To love and feel loved.
- To feel safe.
- To make sense of our life.
- To share joys and sorrows with close friends or family.

Why do we lie?

- To look good. We choose to present an image of ourselves as attractive and desirable. We are afraid to share information that may make us look bad.
- To avoid unpleasantness. We conceal information that we believe may cause conflict. We go to great lengths to create false, superficial harmony. We get to know ourselves and each other better as we reveal and negotiate our differences.
- To avoid hurting feelings. We don't want to upset people by saying something that might hurt or make them angry.

Detecting lies can be difficult. Scrutinize three elements: voice, body language, and facial expression. Other possible signs of loss of trust: withholding information, mixed messages, refusing to negotiate.

Basic Sociological and Relationship Concepts

Uncertainty Reduction Theory:

Uncertainty is unpleasant and therefore motivational; people communicate to reduce it.

Strangers, upon meeting, go through certain steps and checkpoints in order to reduce uncertainty about each other and form an idea of whether one likes or dislikes the other. The contents of the exchanges are often demographic and transactional. Where are you from? Do you have any pets? Demographic information is obtained: sex, age, economic, or social status.

When the new acquaintances are ready to get to know each other better, they begin to explore the attitudes and beliefs of the other by asking questions about values, morals, and personal issues. They feel less constrained by rules and norms and tend to communicate more freely with each other. One factor which reduces uncertainty between communicators is the degree of similarity individuals perceive in each other (in background, attitudes, and appearance).

Three basic ways people seek information about another person:

- Passive – observation only, no contact
- Active – ask others about the person in question
- Interactive – communicate directly with the person

The primary determinant of individual behavior is the social situation in which that behavior occurs. Social roles, competition, or the mere presence of others can profoundly influence how we behave. We usually adapt our behavior to the demands of the social situation, and in ambiguous situations we take our cues from the behavior of others.

Terms

Social Construction of Reality: Refers to the process by which individuals build reality through social interaction. While statuses and roles structure our lives, we shape our patterns of interaction with others. People build reality from the surrounding culture. Therefore, perceptions of reality vary both within a single society and among societies the world over.

Social Norms: “Unwritten rules.” Adjustment to a group typically involves discovering its social norms. Two ways: Noticing uniformities and observing negative consequences.

Social Reality: Subjective interpretations of other people and of our relationships. Social Reality determines whom we find attractive, whom we find threatening, whom we seek out and whom we avoid. The judgments we make about others depend not only on their behavior but on our interpretations of the social situation.

Principle of Proximity: Frequent contact best predicts our closest relationships.

Self-Disclosure: Sends signals of trust. “Here is a piece of information that I want you to know about me, and I trust you not to hurt me with it.”

Nonverbal Communication: This concept refers to communication using, not speech, but body movements, gestures, and facial expressions. Types of body language – smiles, eye contact, and hand movements. Most nonverbal communication is culture-specific. Three ways in which emotional life differs cross-culturally include: (1) what triggers an emotion, (2) how people display emotions according to the norms of culture, and (3) how people cope with emotions.

Similarity: People usually find it more rewarding to strike up a friendship with someone who shares their attitudes, interests, values, and experiences. If we have just discovered that we share tastes in music, politics, and attitudes toward education, we will probably hit it off because we have, in effect, exchanged compliments that reward each other for our tastes and attitudes. Most people find marriage partners of the same age, race, social status, attitudes, and values.

Terms Continued...

Expectancy-Value Theory: People usually decide whether to pursue a relationship by weighing the value they see in another person against their expectation of success in the relationship (Will the other person be attracted to me?). People with low opinions of themselves tend to establish relationships with people who share their views, that is, with people who devalue them. On the other hand, individuals who appear to be extremely competent can be intimidating; we fear they will reject our approaches. When highly competent individuals commit minor blunders, however, we like them better.

Cognitive Dissonance Theory: Mental adjustments that account for people who voluntarily undergo unpleasant experiences. When people's cognitions and actions are in conflict (dissonance) they often reduce the conflict by changing their thinking (cognition) to fit their behavior. This explains why smokers rationalize their habit.

Becoming an Ex: This experience is common to most people in modern society. Unlike individuals in earlier cultures who usually spent their entire lives in one career, one marriage, one religion, or one geographic locality; people living in today's world tend to move in and out of many roles in the course of a lifetime. It's hard to shake former roles, however, so the 'ex' must repeatedly demonstrate the behaviors of the new roles they are in.

Cooperation can change people: Working with diverse people we learn all people are just people, not objects to be hated and/or loved for their perceived and distant media or culture-derived social value. We share a small country and a small planet! We are mutually interdependent on each other. Whether we recognize this or not, we have a working relationship based on shared goals.

Power of the Situation: Can have a strong influence! What happens when you put good people in an evil place? Check out this simulation study of the psychology of imprisonment, called the Stanford Prison Experiment, conducted in 1971:
<http://www.prisonexp.org/>

Discrimination: A negative behavior, an action taken against an individual as a result of her or his group membership.

The source of discrimination and prejudice that is perhaps the most pervasive is an unthinking tendency to maintain conditions the way they are:

- Even when those conditions involve unfair assumptions prejudices and customs. If similarity breeds liking, then dissimilarity can breed disdain.
- Find commonalities! Social distance can make it easier to treat members of an 'out-group' with contempt.

Fundamental Attribution Error: We tend to attribute other peoples actions and misfortunes to their personal traits rather than to situational forces. This helps explain why we often hear attribution of laziness or low intelligence to people who aren't wildly financially successful.

For ourselves, however, we attribute our success to internal factors, such as motivation, talent or skill. We attribute our failures to external factors beyond our control, called a self-serving bias; probably rooted in the need for self-esteem due to social pressures to excel.

Prejudice: A negative attitude toward an individual based solely on his or her membership in a particular group. Prejudiced attitudes serve as filters that influence the way others are perceived and treated. Discrimination is a negative behavior, an action taken against an individual as a result of her or his group membership.

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/>

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

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 engage in in-person services. Call us at 1-314-665-1222 to get started!

<https://americaworks.com/virtual-contact-info/>

Employment - Licensing Information

Find information about professional, business and recreational licensing in Missouri

<http://www.gyl.com/state-MO.html>

Employment - Workforce Development

3315 West Truman Blvd., Room 213

P.O. Box 504

Jefferson City, MO 65102

573-751-9691

573-751-4135 fax

E-Mail Diroffice@dolir.state.mo.us

<http://labor.mo.gov/>

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/>

Food - Food Pantry

4335 Warne Ave

St. Louis, MO 63107

Phone:(314) 535-9794

<http://helpstlouis.org/calendar.jsp#>.

Employment - Employment Programs

4366 Manchester Ave

St. Louis, MO 63110

314.534.1188

Monday - Friday 9am - 4pm

Beyond Jobs is a four-part initiative made up of Job & Leadership Training, Hire St. Louis, Revive Thrift Shop and Hatch Enterprises.

Beyond Jobs equips men with job training, a community of support and employment opportunities so they can access legal, livable wage jobs. While only 16% of men are working when they enter Beyond Jobs, two months later over 60% are employed and five months later more than 73% are employed.

<http://www.missionstl.org/beyondjobs>

Employment - Employment Services

Employment Connection is a nonprofit St. Louis community asset that breaks down barriers to self-sufficiency for individuals with limited opportunities including the homeless, ex-offenders, U.S. veterans, high school dropouts, women on welfare, and at-risk youth.

Offering more than just a job, Employment Connection provides valuable resources, training, and support to inspire and empower clients to change their circumstances and become employed.

400 Laclede Avenue

St. Louis, MO 63108

Phone: (314) 652-0360, ext. 104

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

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 - Temporary Staffing Agency

12305 Olive Boulevard

Creve Coeur, MO 63141-6401

314.485.2110

<http://www.pridestaff.com>

Employment - Workforce Development

If you have lost your job, want to change careers, or are new to the job search, how do you decide where to start the job hunt? Were here to help!

<https://jobs.mo.gov/jobseeker>

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

10601 Baur Blvd
St. Louis, MO 63132
(314) 993-1000

call and ask to be transferred to the food pantry.
Doors open at 8:45 a.m.

Appointments: Monday - Thursday 9:00 a.m. - 3:30 p.m. Friday 8:45 a.m. - 2:30 p.m.

People may also be served without an appointment until 2:30 on Mondays- Thursdays or until 1:30 on Fridays.

<http://jfcs-stl.org/location-hours/>

Food - Meals

LaSalle Park
1408 S. 10th Street
St Louis MO 63104
(314) 231-9328

offers lunch Monday through Saturday 11:00 am -1:00 pm, and lunch on Sunday 10:15 am -11:15 am.

For dinners on the 22nd through the 1st of each month Dinner is served from 5:00 pm- 6:00 pm

<http://www.stvstl.org/2009/08/calendar/>

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/missouri_care.html

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/>

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://mo211.myresourcedirectory.com/>

Reentry Resource - Multiple Resources Available**Food - Food Pantry**

Find local pantries, soup kitchens, food shelves, food banks and other food help.

<https://www.foodpantries.org/st/missouri>

Food - Food Pantry

St. Peter's Lutheran Church

1120 Trampe Ave

St. Louis, MO 63138

Phone:(314) 741-5667

1st, 2nd, 3rd and 4th Thursdays each month:

9:00 a.m.: Open

10:00 a.m.: Pass out food

1:00 p.m.: Close

The food pantry accepts applicants for food from the surrounding area. New applicants are required to bring a utility bill as proof of address; please also bring a picture ID and smiles. Individuals are able to pick up food once a month

<http://www.chapelofthecross.org/helping-hands-food-pantry>

Food - Meals

812 Allen Ave

St Louis, MO 63104

314-588-7111

offers dinner the 2nd through the 21st of every month, Monday through Friday, 5:00 pm - 5:45 pm

http://www.ppcsinc.org/meals_program_s/1816.htm

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 - Health Department

All services can be found on the website.

<https://health.mo.gov/>

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>

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,

2709 Woodson Road
Overland, MO 63114
(314) 863-0015

The Community Action Agency provides low-income people with a variety of services and support including a food pantry and community gardens, reentry employment support, mental health programs, help with utilities and much more.

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

Reentry Resource - Multiple Resources Available

CRIMINAL JUSTICE MINISTRY
941 Park Ave. 63104
314-652-8062

Works with prison inmates and their families to provide various services.
Next Steps Home-Ex Offender Re-entry Housing Program mostly for men and women who are working.

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

Reentry Resource - Multiple Resources Available

Lutheran Ministries
3558 South Jefferson
St. Louis, MO 63118
Phone: (314) 268-1171
Family Outreach

Area Served: St. Louis
Provides transportation, self-help support group, mentoring, religious ministry and referrals.

Shelter - Energy Assistance

The Low Income Home Energy Assistance Program (LIHEAP) may be able to help you pay your home energy bills

<https://mydss.mo.gov/utility-assistance/liheap>

Shelter - Homeless Assistance

2612 Wyoming Street
St. Louis MO 63118
314-588-7111

Is designed to reach those who are chronically homeless and provide them with permanent supportive housing. The United States Interagency Council on Homelessness reports that the costs per each chronically homeless person can be reduced by up to 58% once that person finds permanent supportive housing. Safe Haven will allow the community to spend its resources to best help the homeless population, and it will ensure that chronically homeless individuals never have to live on the street again.

http://www.ppcsync.org/safe_haven_s/1835.htm

Shelter - Homeless Shelter

CITY OVERFLOW SHELTER FOR MEN
1410 S. Tucker
St. Louis, MO 63104
(314) 589-6142

https://www.stlouis-mo.gov/events/eventdetails.cfm?Event_ID=7940

powering social care systems for hundreds of customers nationwide.
https://www.findhelp.org/find-social-services/missouri?ref=ab_redirect

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

St. Patrick Center
Phone: 314-802-0700
800 North Tucker Blvd.
St. Louis, Missouri 63101
acurcio@stpatrikcenter.org
<http://www.stpatrickcenter.org/>

Reentry Resource - Multiple Resources Available

Criminal Justice Ministry Society of St. Vincent de Paul
100 North Jefferson
St. Louis, MO 63103
Phone: (314) 881-6000
Fax: (314) 531-6712
Toll free: (877) 238-3228
Intake and Referral Line: (314) 531-SVDP, ext. 7837

Email: cjm99@earthlink.net

The Criminal Justice Ministry of the Society of St. Vincent de Paul, St. Louis Council, has the distinct and important mission of serving prisoners, victims, their families, ex-offenders, and others involved in the criminal justice system. The ministry, which was founded in 1979.

Provides information, referrals, mentoring, public information and advocacy.

Reentry Resource - Multiple Resources Available

Connections to Success
1431 North Kingsland Avenue
St. Louis, MO 63133
Phone: (314) 333-4490

Email: kathylambert@charter.net

A holistic model designed to begin working an individual pre-release from prison through a Personal and Professional Development Class to create a life plan as they transition back to the community. The individual is matched with a success team (mentor team of 2-3 individuals) from the faith community to walk along beside them as they transition to the community. CtS works with job development and placement, retention follow-up, and assists the individual with their life plan, ie. housing, education, etc. The life plan, success teams, case managers and probation officers working in concert together to assist individuals adapt, become law-abiding citizens, rejoin families and retain employment.
<http://connectionstosuccess.org/>

Shelter - Housing Authority

Find a HUD location near you.
<https://www.hud.gov/states>

Shelter - Low Income Housing

Neighborhood Housing Services of St. Louis
4156 Manchester Avenue
St. Louis, MO, 63110
314-324-4181
sbaldwin@beyondhousing.org
<http://www.beyondhousing.org/>

Shelter - Low Income Housing

Housing Works fights for funding and legislation to ensure that all people living with HIV/AIDS have access to quality housing, healthcare, HIV prevention, and treatment, among other lifesaving services.
<http://www.housingworks.org/>

Shelter - Low Income Housing

HUMANITRI
1447 East Grand Ave.
St. Louis, MO 63107
314-772-7720
Many housing options for those who are with income but need subsidies or assistance. Humanitri provides full-time chaplains and support for prisoner families, and helps inmates improve family relationships.
<http://humanitri.org/>

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/missouri>

Shelter - Transitional Housing

2612 Wyoming Street,
St. Louis MO 63118
314-588-7111
A transitional housing program that provides long-term housing and supportive services to homeless men and women who live with HIV/AIDS. Serves 20 men and women living with HIV. Residents may stay up to 2 years. 100% of residents enroll in case management and access primary medical care.
http://www.ppcsinc.org/positive_directions_program_s/1836.htm

Shelter - Transitional Housing

Transitional housing is supportive housing that 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/>

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 - Homeless Shelter

1840 Hogan St, St.
Louis, MO 63106
(314) 621-4052

<http://newsite.karenhousecw.org/>

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

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 Missouri 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/MO.html>

Shelter - Shelters

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

Shelter - Transitional Housing

Center For Women In Transition
2647 Ohio Street
St. Louis, MO 63118
Phone: (314) 771-5207
Email: cwit@stlouis.missouri.org
Area Served: St. Louis
Provides information, referrals and volunteer mentors for women exiting incarceration. Provides advocacy for needs of children of

offenders and alternative sentencing for women.

Shelter - Transitional Housing

1104 S. Jefferson Ave

St. Louis MO 63104

(314) 652-8062

The Criminal Justice Ministry (CJM) serves individuals, families, and communities impacted by the criminal justice system. From offering services to incarcerated individuals to providing reentry programs for those returning to the St. Louis area, CJM seeks to serve the needs of the most vulnerable without judgment.

<https://www.cjmstlouis.org/contact>

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 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!

Resume Guide

A good resume will open the door for an interview. But do you need a resume? Some employers prefer a resume and others require an application form. That depends on the kind of job you're applying for.

RESUME REQUIRED

- Professional, technical, administrative and managerial jobs.
- Sales positions.
- Secretarial, clerical, and other office jobs.

RESUME SOMETIMES REQUIRED

Professional positions: Baker, Hotel Clerk, Electrician, Drafter, Welder

RESUME NOT REQUIRED

Unskilled, quick turnover jobs: Fast Food Server, Laborers, Machine Loader, Cannery Worker

The Rockport Institute has generously donated the resume guide below. It is a shortened version of their full resume guide ***How to Write a Masterpiece of a Resume*** which can be found here:

<http://www.rockportinstitute.com/resumes>

WRITE A RESUME THAT GENERATES RESULTS

Before you begin, ask yourself: Why do you have a resume in the first place? What is it supposed to do for you? How can you differentiate yourself from hundreds of other applicants with qualified resumes? The prospective employer has the overwhelming task of looking over many resumes to find the special person that is right for the position and a great fit for the culture of the company. You are facing a great deal of competition.

The resume is a tool with one specific purpose: to win an interview. If it doesn't, it isn't an effective resume. A resume is an advertisement; nothing more, nothing less. A great resume doesn't just tell them what you have done but makes the same assertion that all good ads do: If you buy this product, you will get these specific, direct benefits. It presents you in the best light. It convinces the employer that you have what it takes to be successful in this new position or career.

Other reasons to have a resume:

- To pass the employer's screening process (requisite educational level, number years' experience, etc.), to give basic facts which might favorably influence the employer
- To establish yourself as a professional person with high standards and excellent writing skills, based on the fact that your resume is so well done (clear, well-organized, well-written, well-designed, of the highest professional grades of printing and paper).
- To use as a covering piece or addendum to another form of job application
- To put in an employer's personnel files. (which they may check out later for other openings)
- To help you clarify your direction, qualifications, and strengths, boost your confidence, or to start the process of committing to a job or career change.

It is a mistake to think of your resume as your work history, a personal statement or some sort of self expression. Sure, most of the content of any resume is focused on your job history. But write from the intention to create interest, to persuade the employer to call you. If you write with that goal, your final product will be very different than if you write it just to catalog your job history.

Most resumes are quickly scanned, rather than read. Ten to twenty seconds is all the time you have to persuade a prospective employer to read further and the decision to interview a candidate is usually based on an overall first impression of the resume, a quick screening that so impresses the reader and convinces them of the candidate's qualifications that an interview results. The top half of the first page of your resume will either make you or break you. You hope it will have the same result as a well-written ad: to get the reader to respond. You are selling a product in which you have a large personal investment: you.

The person who is doing the hiring often cares deeply how well the job will be done. You need to write your resume to appeal directly to them. Ask yourself: What does the employer really want? What special abilities would this person have? What would set a truly exceptional candidate apart from a merely good one? How can I demonstrate that I am the perfect candidate? Put yourself in their shoes.

Loosen up your thinking enough so that you will be able to see some new connections between what you have done and what the employer is looking for. You need not confine yourself to work-related accomplishments! Use your entire life as evidence of your character, skills and talents. If Sunday school or your former gang are the only places you have had a chance to demonstrate your special gifts for leadership, fine. What are the talents you have to offer the prospective employer? A great resume has two sections. In the first, you make assertions about your abilities, qualities and achievements. You write powerful, but honest, advertising copy that makes the reader immediately perk up and realize that you are someone special.

The second section, the evidence section, is where you back up your assertions with evidence that you actually did what you said you did. This is where you list and describe the jobs you have held, your education, etc. This is all the stuff you are obliged to include.

Most resumes are just the evidence section, with no assertions. The 'juice' is in the assertions section. When a prospective employer finishes reading your resume, you want them to reach for the phone to invite you in to interview. The resumes you have written in the past have probably been a gallant effort to inform the reader. You don't want them informed. You want them interested and excited.

THE OBJECTIVE SECTION

Ideally, your resume should be pointed toward conveying why you are the perfect candidate for one specific job or job title. Good advertising is directed toward a very specific target audience.

Targeting your resume requires that you be absolutely clear about your career direction—or at least that you appear to be clear. You would be wise to use this time of change to design your future career so you have a clear target that will meet your goals and be personally fulfilling. With a nonexistent, vague or overly broad objective, the first statement you make to a prospective employer says you are not sure this is the job for you.

Imagine the position of a software manufacturer looking at a sea of resumes. They all look so much alike until they come across a resume in the pile that starts with the following: "OBJECTIVE - a software sales position in an organization seeking an extraordinary record of generating new accounts, exceeding sales targets and enthusiastic customer relations". They are immediately interested! This first sentence conveys some very important and powerful messages: "I want exactly the job you are offering. I am a superior candidate because I recognize the qualities that are most important to you, and I have them. I want to make a contribution to your company." This works well because the employer is smart enough to know that

someone who wants to do exactly what they are offering will be much more likely to succeed than someone who doesn't. And that person will probably be a lot more pleasant to work with as well.

Secondly, this candidate has done a good job of establishing why they are the perfect candidate in their first sentence. They have thought about what qualities would make a candidate stand out. They have started communicating that they are that person immediately. What's more, they are communicating from the point of view of making a contribution to the employer.

Here's how to write your objective. First of all, decide on a specific job title for your objective. Go back to your list of answers to the question "How can I demonstrate that I am the perfect candidate?" What are the two or three qualities, abilities or achievements that would make a candidate stand out as truly exceptional for that specific job? Having an objective statement that really sizzles is highly effective. And it's simple to do. One format is:

OBJECTIVE: An xxx position in an organization where yyy and zzz would be needed (or, in an organization seeking yyy and zzz).

Xxx is the name of the position you are applying for. Yyy and zzz are the most compelling qualities, abilities or achievements that will really make you stand out above the crowd of applicants.

If you are applying for several different positions, you should adapt your resume to each one. Have an objective that is perfectly matched with the job you are applying for. Remember, you are writing advertising copy, not your life story.

If you have a limited work history, you want the employer to immediately focus on where you are going, rather than where you have been.

Examples of an Objective section:

OBJECTIVE: An entry-level position in the hospitality industry where a background in advertising and public relations would be needed.

OBJECTIVE: A position teaching English as a second language where a special ability to motivate and communicate effectively with students would be needed.

THE SUMMARY OF QUALIFICATIONS

The "Summary of Qualifications" consists of several concise statements that focus the reader's attention on the most important qualities, achievements and abilities you have to offer. Those qualities should be the most compelling demonstrations of why they should hire you instead of the other candidates.

This may be the only section fully read by the employer, so it should be very strong and convincing. Include professional characteristics (extremely energetic, a gift for solving complex problems in a fast-paced environment, exceptional interpersonal skills, committed to excellence, etc.) helpful in winning the interview.

How should you write to write a Summary of Qualifications? Look for the qualities the employer will care about most. Then look at what you wrote about why you are the perfect person to fill their need. Pick your qualities that best demonstrate why they should hire you. Assemble it into your Summary section.

The most common ingredients of a well-written Summary are as follows. Do not use all these ingredients in one Summary - use the ones that highlight you best.

- A short phrase describing your profession
- Followed by a statement of broad or specialized expertise
- Followed by two or three additional statements related to any of the following:
 - breadth or depth of skills
 - unique mix of skills
 - range of environments in which you have experience
 - a special or well-documented accomplishment
 - a history of awards, promotions, or superior performance commendations
- One or more professional or appropriate personal characteristics
- A sentence describing professional objective or interest.

Notice that the examples below show how to include your objective in the Summary section. If you are making a career change, your Summary section should show how what you have done in the past prepares you to do what you seek to do in the future.

A few examples of Summary sections:

- Highly motivated, creative and versatile real estate executive with seven years of experience in development and construction. Especially skilled at building effective, productive working relationships with clients and staff. Excellent management, negotiation and public relations skills. Seeking a challenging management position in the real estate field that offers extensive contact with the public.
- Health Care Professional experienced in management, program development and policy making in the United States as well as in several developing countries. A talent for analyzing problems, developing and simplifying procedures, and finding innovative solutions. Proven ability to motivate and work effectively with persons from other cultures and all walks of life. Skilled in working within a foreign environment with limited resources.
- Performing artist with a rich baritone voice and unusual range, specializing in classical, spiritual, gospel and rap music. Featured soloist for two nationally televised events. Accomplished pianist. Extensive performance experience includes television, concert tours and club acts. Available for commercial recording and live performances.

SKILLS AND ACCOMPLISHMENTS

In this final part of the assertions section of your resume, you do exactly what you did in the previous section, except that you go into more detail.

In the summary, you focused on your most special highlights. Now you tell the rest of the best of your story. Let them know what results you produced, what happened as a result of your efforts, what you are especially gifted or experienced at doing. Flesh out the most important highlights in your summary.

Here are a few ways you could structure your "Skills and Accomplishments" section:

SELECTED SKILLS AND ACCOMPLISHMENTS

- Raised \$1900 in 21 days in canvassing and advocacy on environmental, health and consumer issues.
- Conducted legal research for four Assistant U.S. Attorneys, for the U.S. Attorney's office
- Coordinated Board of Directors and Community Advisory Board of community mental health center. Later commended as "the best thing that ever happened to that job."

FUNCTIONAL RESUME FORMAT

The functional resume highlights your major skills and accomplishments. It helps the reader see clearly what you can do for them. It helps target the resume into a new direction by lifting up from all past jobs the key skills and qualifications to help prove you will be successful. The functional resume is a must for career changers and for those returning to the job market.

THE EVIDENCE SECTION - YOUR WORK HISTORY, EDUCATION, ETC.

Most resumes are not much more than a collection of "evidence," various facts about your past. By evidence, we mean all the mandatory information you must include on your resume: work history with descriptions, dates, education, affiliations, list of software mastered, etc. If you put this toward the top of your resume, anyone reading it will feel like they are reading an income tax form.

EXPERIENCE

List jobs in reverse chronological order. Don't go into detail on the jobs early in your career; focus on the most recent and/or relevant jobs. (Summarize a number of the earliest jobs in one line or very short paragraph. Put dates in italics at the end of the job; don't include months, unless the job was held less than a year. Include military service, internships, and major volunteer roles if desired! Because the section is labeled "Experience," it does not need to mean that you were paid.

EDUCATION

List education in reverse chronological order, degrees or licenses first, followed by certificates and advanced training. Set degrees apart so they are easily seen. Put in boldface whatever will be most impressive. Don't include any details about college except your major and distinctions or awards you have won.

- Do include advanced training, but be selective with the information.
- If you are working on an uncompleted degree, include the degree and afterwards, in parentheses, the expected date of completion.
- If you didn't finish college, start with a phrase describing the field studied, then the school, then the dates (the fact that there was no degree may be missed).

Other headings might be "Education and Training" or "Education and Licenses".

And then add your Awards, Civic and Community Recognition and Comments from Supervisors.

PERSONAL INTERESTS

Only list these if your personal interests indicate a skill or knowledge that is related to the goal, such as photography for someone in public relations, or carpentry and wood-working for someone in construction management. This section can create common ground in an interview.

REFERENCES

You may put "References available upon request" at the end of your resume, if you wish. This is a standard close (centered at bottom in italics), but is not necessary. You can bring a separate sheet of references to the interview, to be given to the employer upon request.

A FEW GUIDELINES FOR A BETTER PRESENTATION

The resume is visually enticing, a work of art. Simple clean structure. Very easy to read. Symmetrical. Balanced. Uncrowded. As much white space between sections of writing as possible; sections of writing that are no longer than six lines, and shorter if possible.

There are absolutely no errors. No typographical errors. No spelling errors. No grammar, syntax, or punctuation errors. No errors of fact.

All the basic, expected information is included. A resume must have the following key information: your name, address, phone number, and your email address at the top of the first page, a listing of jobs held, in reverse chronological order, educational degrees, in reverse chronological order.

Jobs listed include a title, the name of the firm, the city and state of the firm, and the years employed. Jobs earlier in a career can be summarized and extra part-time jobs can be omitted. If no educational degrees have been completed, it is still expected to include some mention of education (professional study or training, partial study toward a degree, etc.) acquired after high school.

It is targeted. First you should get clear what your job goal is, what the ideal position would be. Then you should figure out what key skills, areas of expertise or body of experience the employer will be looking for in the candidate. Gear the resume structure and content around this target, proving these key qualifications.

Strengths are highlighted / weaknesses de-emphasized. Focus on whatever is strongest and most impressive. Make careful and strategic choices as to how to organize, order, and convey your skills and background.

Use power words. For every skill, accomplishment, or job described, use the most active impressive verb you can think of (which is also accurate). Begin the sentence with this verb, except when you must vary the sentence structure to avoid repetitious writing.

Show you are results-oriented. Wherever possible, prove that you have the desired qualifications through clear strong statement of accomplishments

Writing is concise and to the point. Keep sentences as short and direct as possible.

Make it look great. Use a laser printer or an ink jet printer that produces high-quality results. A laser is best because the ink won't run if it gets wet. It should look typeset. Use a standard conservative typeface (font) in 11 or 12 point. Use off-white, ivory or bright white 8 1/2 x 11-inch paper, in the highest quality affordable. Use absolutely clean paper without smudges, without staples and with a generous border.

Shorter is usually better. Your resume should be just long enough to keep the reader's interest, and create psychological excitement that leads prospective employers to pick up the phone and call you.

Telephone number that will be answered. Be sure the phone number on the resume will, without exception, be answered by a person or an answering machine Monday through Friday 8-5pm.

WHAT NOT TO PUT ON A RESUME

- The word "Resume" at the top of the resume
- Fluffy rambling "objective" statements
- Salary information
- Full addresses of former employers or names of supervisors
- Reasons for leaving jobs
- References

Thank You Letter

Writing a thank you letter allows you the opportunity to share your reflections from interview including topics that were discussed and your decision to accept the job if it is offered to you. If you do not want the job you can write a short thank you letter stating that you wish to withdraw your application. If you do want the job, restate the qualifications and social skills you possess related to the requirements of the position and culture of the company. Be sure to send your thank you letter within a day of your interview.

Sue Kastensen
PO Box 63
Westby, WI 54667
608-634-6363
sue@gmail.com

January 20, 2012

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

Dear Mr. Wikstrom:

Thank you for taking the time to meet with me about the Shipping Manager job opening yesterday. I appreciate the opportunity to interview for this position.

Upon reflection, I believe I am a good fit for the Shipping Manager position and also for the company. I bring four years experience in shipping and receiving and I am familiar with nearly all of the tools you showed me. I learn quickly and will be able to master each of the computer shipping programs easily. My personality is well-suited to accommodate the variety of employees who will bring items to be shipped, and also the freight handlers that I will interface with.

Thank you for listening to me describe my past and what I have learned from my incarceration. Be assured that I have reflected upon, learned from, and moved beyond all types of criminal behavior. I am ready and willing to be a reliable benefit to Sun Dog Manufacturing.

I'm very interested in working with you and your team. I am a dedicated worker and can commit to supporting Sun Dog Manufacturing well into the future. Please feel free to contact me if you would like further information. My cell phone number is 608-634-1234

Thank you again for your time and consideration.

I'm looking forward to hearing from you.

Sincerely,

Signature Here

Sue Kastensen

*** For many more examples, Search the Internet for *Thank You Letter Examples* ***