

REENTRY PACKET

Your Customized Guide to Support your Successful Transition



National Web-based Reentry Resource Center

www.fairshake.net

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Maurice Sprewer

414.874.1657 (list the BEST contact number you have)

Maurice.sprewer@dwd.wisconsin.gov

(be sure that your email address is professional)

EXAMPLE of a FUNCTIONAL Resume'

Production Worker and General Laborer Committed to Safety and Quality

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

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

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

Relevant Production and General Labor Experience

General Laborer (Position while incarcerated)

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

year - year

City, State

Previous Relevant Employment

Previous Employer

year - year

City, State

Other Experience

Previous Relevant Employment

Previous Employer

year - year

City, State

Education

Relevant Education

(Relevant Degree / Diploma)

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

Employment - Bonding

Maryland Department of Economic & Employment Development
1100 Eutaw St., Rm 209
Baltimore, MD 21201
410-767-2999

<http://www.hirenetwork.org/content/maryland>

Employment - Employment Services

Based on user feedback, ex-offenders seem to have a good chance of being hired at Chipotle restaurants. The discretion of the hiring manager of each location may play heavily into this.

Working at Chipotle is unlike other quick-serve restaurants. For starters, we make real food. We also provide a clear and easy path to success by rewarding hard work and hiring from within. Working in one of our restaurant jobs, our Crew members learn on the job, and from there we encourage them to grow and advance as far as they want to go, to restaurant manager roles and beyond.

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Chipotle Restaurant
801 Goucher Blvd.
Towson, MD 21286
Phone 410.296.1742
Fax 410.296.1850

http://chipotle.com/en-US/careers/get_rolling/get_rolling.aspx

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 - Job Training

1700 Ridgely Street,
Baltimore MD 21230
410-385-1700
9 to 5 daily

Consistent with its values, Second Chance provides lifestyle, values, and skills training to individuals who are looking for a second chance in life.

Thanks to our partnership with Springboard Training, 40 hours of life skill instruction are now

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

Tel: (410) 625-9675

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 most up-to-date contact information!
<https://americaworks.com/virtual-contact-info/>

Employment - Job Training

American Brewery
1701 N. Gay Street
Baltimore, Maryland 21213
Phone 410-381-7171
Toll Free 1-888-374-8342

Career Training

Career training programs provide job seekers with the skills and knowledge required for in-demand careers. Each program is custom designed to meet the needs of employers and give job seekers a competitive edge. Trainees participate in comprehensive job skills training, where they are eligible to receive nationally recognized certification. At the completion of training, graduates receive job placement support, many of whom are placed in successful careers within our network of competitive employers.

<http://humanim.org/what-we-do/workforce-development/career-training/>

Employment - Job Training

5502 York Road behind St. Mary of the Assumption Catholic Church
Baltimore, MD 21212
410-532-7117

Career Connection serves individuals seeking jobs and pursuing careers by providing one-on-one support from trained staff and volunteers.

Committed to a just society that respects the dignity and worth of all people and to fostering growth toward personal independence.

http://www.gedco.org/site/c.8oJELRPyFfjUG/b.8768675/k.5621/CARES_Career_Connection.htm

Employment - Workforce Development

515 East Joppa Road, ste. 202
Towson, Maryland 21286
Phone 410.828.4205

Employment - Workforce Development

DIVISION OF WORKFORCE DEVELOPMENT AND ADULT LEARNING

incorporated into the Workforce Development training program. These seminars are designed to promote appropriate attitudes and effective behavior in any job situation or market, as well as throughout a person's personal life.
<http://secondchanceinc.org/job-training-program/>

Employment - Second Chance Employers

Supporting Ex-Offenders in Employment Training and Transitional Services
222 East Redwood Street
Baltimore, MD
Phone: (410) 837-1800
Goodwill Industries of the Chesapeake, Inc. prepares people to secure and retain employment and build successful independent lives.
<http://www.goodwillches.org/>

Employment - Workforce Development

Historic Courthouse
400 Washington Avenue, Suite 100
Towson, Maryland 21204
410-887-8000
Monday through Friday, 8:30 a.m. to 4:30 p.m.

<http://www.baltimorecountymd.gov/Agencies/economicdev/job-seekers/adult-job-seekers/professional-development-seminars.html>

Employment - Workforce Development

22 Light Street, 5th Floor
Baltimore, MD 21202
Tel (410)625-9675
<http://www.americaworks.com/>

Employment - Workforce Development

Eastside One-Stop Career Center a proud partner of the American Job Center network
3001 East Madison Street
Baltimore, Maryland 21205
(410) 396-9030
Monday, Tuesday, Wednesday, Friday 8:30 am - 4:30 pm
Thursday 8:30 am - 7:00 pm
We provide a variety of employment and support resources to assist job seekers in achieving their employment goals. Meet with consultants to discuss career exploration, referrals to training programs, preparation, and workshops to enhance job seeking skills and work readiness. Access computers with Internet access, printers, photocopiers, fax machines, telephones, and a variety of job search resource materials.
<http://www.dllr.state.md.us/county/bacity/>

Food - Food Pantry

7109 Harford Rd.
Baltimore MD 21234
410-444-1595
Tuesday - Friday 10:00 am - 2:00 pm

<http://friendshipoutreachcenter.org/food-services/>

Free - Free Stuff

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

1100 NORTH EUTAW STREET
ROOM 108
BALTIMORE, MD 21201
410-767-2014

Maryland American Job Centers provide a full range of assistance.
<https://www.dllr.state.md.us/county/>

Employment - Workforce Development

Northwest One-Stop Career Center a proud partner of the American Job Center network (home of the Re-entry Center)
2401 Liberty Heights Avenue
Mondawmin Mall Suite 302
Baltimore, Maryland 21215
Phone (410) 396-7873
Monday, Wednesday, Thursday, Friday 8:30 am - 4:30 pm
Tuesday 8:30 am - 7:00 pm
We provide a variety of employment and support resources to assist job seekers in achieving their employment goals. Meet with consultants to discuss career exploration, referrals to training programs, preparation, and workshops to enhance job seeking skills and work readiness. Access computers with Internet access, printers, photocopiers, fax machines, telephones, and a variety of job search resource materials.
<http://www.dllr.state.md.us/county/bacity/>

Food - Food Pantry

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

Free - Free Phone

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

Free - Free Stuff

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

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

1400 East Federal Street

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

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

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

77 West Street, Suite 110
Annapolis, MD 21401
410-429-0107

Our mission is to reduce Maryland's recidivism rate by providing the support and direction needed to obtain vital services post-incarceration.

Individualized case management is the hallmark of our work. Maryland Reentry Resource Center helps those currently and previously impacted by incarceration to successfully regain entry to their communities by assisting participants with alleviating barriers to a successful reentry. This road to reentry is different for everyone. Reentry transition plans may include steps for family reunification, health, and wellness, including mental health needs, substance abuse and addiction treatment, stable housing, transportation, reading and writing services, financial training, continuing education and sustainable employment. Our approach is holistic and multi-faceted. Case managers assess the needs of each client and their families; that information is then used to coordinate services, monitor, and evaluate success and advocate where there are gaps in support coverage.

<https://mdrrc.org/>

Baltimore, MD 21213

410-710-7244 and 443-522-7848

Baltimore Brothers specializes in conflict mediation, employment initiatives, re-entry services, and the facilitation of key community conversations and engagement. The mission of Baltimore Brothers is to design, implement, and coordinate strategies and initiatives to reduce crime in Baltimore City by using astute resourcefulness and leveraging community assets and relationships. Baltimore Brothers currently participates in a network of community-based partners that provide responses to the following direct service needs:

Transitional employment and training

Housing stabilization

Health Care

Transportation assistance

Substance use and behavioral health

Re-entry support

Cognitive Behavioral Therapy

Safety planning

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

Reentry Resource - Reentry Coalition

City Hall, Room 250

100 North Holliday Street

Baltimore, MD 21202

Phone: (410) 396-3835

This pilot program seeks to provide a seamless, comprehensive network of services to ex-offenders to ensure their successful transition from prison to the community. The Bureau of Governmental Research, located at the University of Maryland, is conducting a 2-year multisite evaluation of the Reentry Partnership Initiative.

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: _____

Sample Interview Questions

The interview is your chance to show an employer your unique qualities and it is also the time you can ask more about the employer, the company culture and the job you are applying for. Before you interview be sure to find out all you can about the company so you understand who they are, and also so the interviewer knows you care.

Interviews can be stressful; the best way to manage that stress is to be prepared. If you are ready to answer the questions below you will be prepared for most of the questions that might come up.

There are many variables that make finding a job even more complicated if you have a criminal record. How much should you disclose and when should you disclose it? How do you explain your criminal record and still land a job? How do you address it during an interview? We explore these questions and more at the end of this document.

Possible Interview Questions: About the Job and the Company

- Why did you apply for this job?
- What experience, skills and characteristics do you possess to do the job?
- Why do you think you are the best person for this job?
- Why should we hire you?
- What have you learned about our company?
- How do you see your role in joining this or any company?
- Describe good customer service.
- Describe handling a challenge with a co-worker
- Are you willing to travel?
- Do you have any limitations that would inhibit you from doing this job?
- How long do you think you would like to be employed by this company?

Possible Interview Questions: About You

- Tell me about yourself.
- What are you passionate about?
- What is your greatest strength? What is your greatest weakness?
- What do you do when you're angry?
- If you know your supervisor is wrong about something, how would you handle it?
- Describe a difficult work situation and how you dealt with it.
- Describe your work style.
- How would you describe the pace at which you work?
- How do you handle stress and pressure?
- Tell me about how you worked effectively under pressure.
- What motivates you? Are you self-motivated?
- What are your salary expectations? (if it is not listed with the job posting)
- What types of decisions are difficult for you? What types are easy?
- If you could relive the last 10 years of your life, what would you do differently?
- If the people who know you were asked why you should be hired, what would they say?
- Do you prefer to work independently or with others?
- Tell me about your ideal work environment.
- How do you evaluate success?
- What are your career goals? How do you plan to achieve these goals?
- Give an example of a goal you reached and tell me how you achieved it.
- Give an example of a goal you didn't meet and how you handled it.
- Give an example of how you set goals and achieve them.
- How do you handle a challenge?

Possible Interview Questions: Your Work History

- Tell me about ____ company listed on your resume.
- What were your duties, responsibilities, expectations...for the position and as an employee?
- What challenges did you face? How did you handle them?
- What did you like about this job? What did you dislike about this job?
- What was your biggest accomplishment at this job? At any job?
- What were your favorite and least favorite aspects about the people you worked with, including supervisors?
- What attributes to you like to see in a supervisor?
- What do you expect from a supervisor?
- Tell me a little about your favorite and least favorite supervisor.
- Why did you leave this job? (why did you quit or why were you fired?)
- Have you been in a position when you did not have enough work to do? What did you do with your time?
- Have you made a mistake? How did you handle it?
- Have you ever dealt with company policy you weren't in agreement with? How?
- Have you gone above and beyond the call of duty? If so, how?
- When you worked on multiple projects how did you prioritize?
- How did you handle meeting a tight deadline?
- What do you do when your schedule is interrupted? Give an example of how you handle it.
- Tell me about a difficult situation with a co-worker? How did you handle it?
- Tell me about your experience working with a team.
- Have you motivated employees or co-workers? Tell me about it.
- Give me an example of when you did and when you didn't listen.
- Have you handled a difficult situation with a co-worker? How?
- Have you handled a difficult situation with a supervisor? How?
- Have you handled a difficult situation with another department? How?
- Have you handled a difficult situation with a client or vendor? How?

Possible Interview Questions: Incarceration

- Why were you incarcerated?
- What did you learn from that experience?
- Do you have challenges or limitations that could affect your work schedule?
- What have you been doing to prepare for employment since you came home?
- Were you employed or in school when you were incarcerated? If so, tell me about your work. Tell me about your education.

Illegal questions:

- What is your age?
- How many children do you have? Are you pregnant?
- How much do you weigh? How tall are you?
- Do you live with anyone? Who?
- Are you married or in a relationship?

Legal alternatives:

- Are you over 18 years old?
- Can you lift 60 pounds?
- Is there anything that might interfere with your work schedule?

Related to Your Criminal Record

An employer may not ask questions about a previous arrest or conviction. They may ask if you have been convicted of specific crimes if they are relevant to the position being applied for. An employer may not refuse employment to someone just because they have a criminal record.

Lisa Pollan, site coordinator at LIFT-DC, says they encourage formerly incarcerated clients to collect "evidence of rehabilitation." This evidence should prove to employers that the client has changed since their offense and is now a responsible member of society. Evidence of rehabilitation can include:

- letters of recommendation from employers or advocates
- proof of training program completion/certificates (including during incarceration)
- participation in a mentoring or support group

For Job Applications, LIFT-DC counsels clients to do the following:

- **Only answer what is asked:** If a question asks if you have been convicted of a felony, you can say no if you only have misdemeanors. If a question asks if you have been convicted of a felony in the last seven years, and you were convicted 10 years ago, answer no.
- **Answer truthfully:** A company may hire ex-offenders but have a policy of terminating anyone who lies on an application.
- **Demonstrate change:** If you answer a question about your record by writing, "Yes, but I got my GED while I was incarcerated," you show that you are educated, focused and want to make positive changes in your life. You can also attach a written explanation of your situation, and proof of your rehabilitation.

Check out LIFT-DC for more tips on interviewing! <http://www.liftcommunities.org/>

From the National Reentry Resource Center:

<http://www.nationalreentryresourcecenter.org/faqs/employment-and-education#Q8>

How should job-seekers respond to questions regarding past convictions?

- Acknowledge the previous mistakes in a concise and businesslike way
- mention any relevant skills or interests developed while in prison or prior to entering prison
- reinforce a commitment and an interest in the new job, by stating, for example, "I'm more mature now and my top priority is to work at [company] to use my abilities, focus on the work, and make a fresh start."

Applicants should be familiar with their criminal history to answer accurately specific questions on job applications and in interviews.

Race/Religion

An employer may not ask you about your religion but it may come up if they ask you what days/times you are available. An employer may not judge you for being a part of any race or religion but may decide not to hire you if you are unavailable for any crucial time for the position you are applying.