

REENTRY PACKET

Your Customized Guide to Support your Successful Transition



National Web-based Reentry Resource Center

www.fairshake.net

Table of Contents

Website

Reentry Packet Cover Page

Employment

Resume Examples
Trucking Opportunities

Resource Directory

Employment

Basic Writing Tips
Employment Tips
Interview Tips
Employer Support Sheet

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



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

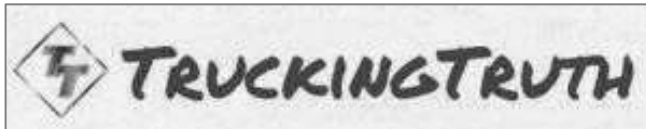
PO Box 26330,
Overland Park, KS, 66213

"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

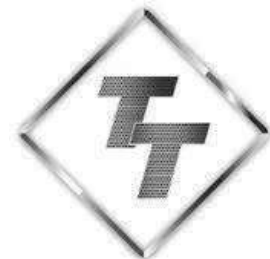
www.truckingtruth.com

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.

Citizenship - Birth Certificate

We work directly with hundreds of government agencies nationwide to provide consumers with the ability to securely order their vital records online. Government agencies across the nation trust VitalChek to handle your vital record orders, and you can too.

https://www.vitalchek.com/order_main.aspx?eventtype=birth

Citizenship - Protection from Discrimination

civil rights protections focusing on creating a California that fosters respect, dignity and equality for all LGBT people

202 W 1st St., Suite 3-0130

Los Angeles, CA 90012

Phone: 323.848.9801

Fax: 323.848.9246

<http://www.eqca.org/site/pp.asp?c=kuLRJ9MRKrH&b=4026611>

Citizenship - Protection from Discrimination

The ACLU works in courts, legislatures, and communities to defend and preserve the individual rights and liberties that the Constitution and the laws of the United States guarantee everyone in this country.

<https://www.aclu.org/issues/smart-justice/re-entry>

Citizenship - Voting Rights

ACLU Voting Rights and Restrictions

<https://www.aclu.org/issues/voting-rights/voter-restoration/felony-disenfranchisement-laws-map?redirect=maps/map-state-criminal-disfranchisement-laws>

Clothing - Interview and Career Clothing

Dress for Success

2100 South Hill St.

Los Angeles, CA 90007

Phone: (323) 461-1021

E-mail: worldwidewest@dressforsuccess.org

Our services are designed to help our clients find jobs and remain employed. While we may be best known for providing suits to women, it is our employment retention programs that are the cornerstone of the organization.

<http://www.dressforsuccess.org/affiliate.aspx?sisid=191&pageid=1>

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

801 S Grand Ave., Suite 125

Los Angeles CA 90017

Phone: 213-408-0262

<http://www.selectstaffing.com/SelectStaffing/main.cfm?nlvl1=1>

Citizenship - Community Development

1310 South Street Andrews Place

Los Angeles, CA 90019

(323) 733-9022

Special Service for Groups, incorporated in 1952, is a nonprofit health and human service organization dedicated to building and sustaining community-based programs that address the needs of vulnerable communities.

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

Citizenship - Protection from Discrimination

National Headquarters

4805 Mt. Hope Drive

Baltimore, MD 21215

(877) NAACP-98 (toll free)

(410) 580-5777 (local)

Works to eliminate disparate treatment in all aspects of law enforcement and criminal-justice systems, including capricious racial profiling practices. Works to ensure fair and equitable trials and sentences. Works to ensure felony re-entry. Promotes a moratorium on the death penalty. The NAACP has offices in all 50 states, including Washington, DC. Please see their website for information on your local office.

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

Citizenship - Social Security Card

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

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

Clothing - Free Clothes

Free Stuff in Los Angeles. People give away perfectly good merchandise daily, including clothes, beds, ovens, bikes, boats, boxes, dirt, furniture, etc.. All for free!

<http://lafreebee.com/free-services/los-angeles-free-stuff/>

Employment - Birth Certificate

6920 Santa Fe Ave

Huntington Park, CA 90255

Store Phone:

(323) 585-6430

<https://www.smithsfoodanddrug.com/topic/careers-2>

Employment - Employment Services

5211 Washington Blvd, Suite 14

City of Commerce CA 90040

Phone: 323-838-1020

<http://www.selectstaffing.com/SelectStaffing/main.cfm?nlvl1=1>

Employment - Employment Services

In the Los Angeles region, if you're looking for a job or for qualified workers, WorkSource centers are your best sources for resources and solutions.

ResCare East LA Employ. Bus. AJCC

5301 Whittier Blvd., 2nd Floor.

Los Angeles, CA 90022

Tel:(323) 887-7122

Employment - Employment Services

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

Employment - Licensing Information

California Department of Tax and Fee Administration (CDTFA)
Apply for Business License, Permit, or Account
General Information: 800-400-7115
<https://www.ca.gov/service/?item=apply-for-business-license>

Employment - Second Chance Employers

130 Bruno St,
Los Angeles, CA 90012
Phone:(323) 526-1254
Homeboy Industries provides hope, training, and support to formerly gang-involved and previously incarcerated men and women allowing them to redirect their lives and become contributing members of our community.
<http://www.homeboyindustries.org/what-we-do/employment-services/>

Employment - Temporary Staffing Agency

660 South Figueroa Street
Los Angeles, CA 90017-3464
(213) 236-9200
<http://www.yelp.com/biz/talent-tree-sacramento>

Employment - Temporary Staffing Agency

350 South Grand Avenue
Los Angeles, CA 90071-3484
(213) 687-9300
<http://www.staffmark.com/home/>

Employment - Temporary Staffing Agency

888 South Figueroa Street
Los Angeles, CA 90017
(213) 892-0234
<http://www.appleone.com/>

Employment - Workforce Development

job seekers assistance, training and economic development services
<http://www.labor.ca.gov/>

Food - Food Pantry

Bay Area Food Banks is a collaboration of 7 local food banks serving 11 northern California counties which serve over 840,000 Bay Area residents monthly. Through 1,575 food pantries, childrens programs, shelters, soup kitchens, residential programs, and other emergency food providers, Bay Area Food Banks distribute 170.8 million pounds of food each year. We serve anyone in need with dignity and compassion.
<https://bayareahunger.org/find-your-food-bank/>

TTY:(323) 832-1279
Fax: (323) 887-8236
<http://www.worksourcecalifornia.com/>

Employment - Job Training

Unemployment, job searches and other job related support,
<http://www.edd.ca.gov/>

Employment - Second Chance Employers

Chrysalis is a nonprofit organization dedicated to creating a pathway to self-sufficiency for homeless and low-income individuals by providing the resources and support needed to find and retain employment.
Chrysalis Downtown
522 S. Main St
Los Angeles, CA 90013
Ph: 213-806-6300
Fx: 213-895-0073
<http://www.changelives.org/>

Employment - Temporary Staffing Agency

516 South Main Street
Los Angeles, CA 90013
(213) 806-6300
<http://www.changelives.org/>

Employment - Temporary Staffing Agency

521 W 6th St
Los Angeles, California 90017
(213) 785-7946
<http://www.manpower.com/>

Employment - Temporary Staffing Agency

900 Wilshire Boulevard
Los Angeles, CA 90017
(213) 228-1830
<http://www.helpmates.com/>

Employment - Temporary Staffing Agency

330 South Hope Street
Los Angeles, CA 90071-3108
(213) 623-8166
<http://www.act-1.com/>

Family - Family Services

Since 1972, 1736 Family Crisis Center has been responding to the growing needs of victims of domestic violence, runaway and homeless youth, homeless families, unemployed adults and youth, and other low-income community members in need of assistance.
2116 Arlington Avenue Suite 200
Los Angeles, CA 90018
24-hour Hotlines:
(213)-745-6434
(213)-222-1237
(310)-370-5902
(310)-379-3620
(562)-388-7652
Building Brighter Tomorrows
<http://www.1736familycrisiscenter.org/>

Food - Food Pantry

We represent 41 food banks throughout the state.
<https://www.cafoodbanks.org/our-members/>

Food - Food Pantry

Food - Food Pantry

A list of Food banks and food resources throughout CA and a list of volunteer opportunities.

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

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

Food - Meals

545 S San Pedro St

Los Angeles, 90013

(213) 347-6300

<http://urm.org/>

Free - Free Stuff

Free Stuff in Los Angeles. People give away perfectly good merchandise daily, including clothes, beds, ovens, bikes, boats, boxes, dirt, furniture, etc.. All for free!

<http://lafreebee.com/free-services/los-angeles-free-stuff/>

Health - Counseling Services

Our mission is to deliver compassionate innovative mental health services that empower individuals and families to overcome barriers and significant life challenges to achieve more fulfilling, resilient and self-sufficient lives.

Amanecer Community Counseling

1200 Wilshire Blvd, Suite 608

Los Angeles, CA 90017

Tel: (213) 481-7464

For more information about adult services, or to speak with an Intake Specialist, call 213-481-1347

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

Health - Free/Sliding Scale Clinic

6411 Hollywood Blvd

Los Angeles, CA, 90028

(323) 957-0604

<http://www.substancerehabcenter.com/treatment-centers/California-CA/?city=LosAngeles&facility=27767>

Health - Free/Sliding Scale Clinic

ehavior health, cronic conditions, dental health,family health and other services

(323) 987-2000

2411 N. Broadway,

Los Angeles, CA 90031

<http://health-centers.healthgrove.com/l/1248/Arroyo-Vista-Family-Health-Center-Lincoln-Heights>

Health - Free/Sliding Scale Clinic

6043 Hollywood Boulevard

Los Angeles, 90028

Medical

Monday, Wednesday, and Friday from

7:30 am to 5:00 pm

Tuesday and Thursday 8:30 am to 7:00 pm

Showers

Tuesday, Thursday and Friday 8:30 am to 11:45

am

http://sabancommunityclinic.org/index.php?option=com_content&task=view&id=11&Itemid=13

Health - Free/Sliding Scale Clinic

Find your local clinic and so much more.

5205 Melrose Ave.

Los Angeles, CA, 90038

<http://www.publichealth.lacounty.gov/index.htm>

If you are in need of immediate assistance, please call 2-1-1 to speak with someone about services in your area (lines are open 24 hours a day). Food banks work with their local communities to ensure that everyone has access to healthful foods. They solicit, receive, store, and distribute fresh produce and pantry staples. They help people get connected to other essential benefits and serve as community hubs for volunteers. Our food banks operate with principles of client choice, dignity, respect, and appreciation for the diverse communities they serve.

<https://www.cafoodbanks.org/our-members/>

Free - Free Stuff

Free stuff in your city. Please visit the website.

<https://losangeles.craigslist.org/search/zip>

Health - Counseling Services

8616 La Tijera Blvd

Ste. 200

Los Angeles, CA 90045

(310) 337-1550

(310) 337-2805

Pacific Asian Counseling Services (PACS) enriches the lives of children, families and adults through counseling and caring. The agency serves people of all ethnicities but we are especially proud of our expertise with refugee and immigrant Asian Pacific Islander populations. The staff strives to be linguistically diverse and culturally sensitive.

<http://pacsla.org/>

Health - Department of Human Services

Welcome to the Online Community Resource

Guide. This website has been developed to help you locate services related to Health and Human Services in Los Angeles County such as Mental Health Providers, Child Care, Health Care, Local Emergency Resources etc.

24/7 ACCESS Center Hotline at 1-800-854-7771.

<http://crg.lacounty.gov/dmh/>

Health - Free/Sliding Scale Clinic

To promote the well-being of the underserved by providing access to high-quality healthcare for all, regardless of ability to pay.

711 W. Florence Ave

Los Angeles, CA, 90044

Phone Appointments 323-789-5610

Fax 323-789-5616

Email: info@ummaclinic.org

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

Health - Free/Sliding Scale Clinic

5205 Melrose Avenue

Los Angeles, 90038

Medical

Monday through Friday 8:30 am ? 5:00 pm

<http://publichealth.lacounty.gov/index.htm>

Health - Free/Sliding Scale Clinic

8405 Beverly Boulevard

Los Angeles, CA, 90048

Phone (323) 658-9193

http://sabancommunityclinic.org/index.php?option=com_content&task=view&id=11&Itemid=13

Health - Free/Sliding Scale Clinic

Belmont Health Center
180 Union Place
Los Angeles, CA 90026
Located on Union Place just west of Belmont High School Multi Media Building
Phone 323.644.3885 ext. 400 or 401
<http://www.aphcv.org/>

Health - Sliding Scale Clinic

Quality Care Without Exception
5427 Whittier Blvd.
Los Angeles, 90001
(323) 869-1900
Toll free 1-877-462-2582
<http://www.altamed.org/>

Health - Sliding Scale Clinic

5809 N. Figueroa St.
Los Angeles, CA
(323) 256-3884
<http://www.neccmed.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

3745 S Grand Ave
Los Angeles, CA 90007
213-741-2276
Help pay rent! Plus Clothes! Employment! Family Reunificationand they support everyone!
Amity will help you WHEREVER you are going in the state.

<https://www.amityfdn.org/initiatives>

Reentry Resource - Multiple Resources Available

PO Box 875288
Los Angeles, CA 90087
323.563.3575
A New Way of Life provides housing and support services to formerly incarcerated women in South Central Los Angeles.

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

Reentry Resource - Multiple Resources Available

2-1-1 is a free and confidential service that helps you find the local resources they need. Were here for you
24 hours a day, 7 days a week.

<https://www.211ca.org/>

Reentry Resource - Reentry Coalition

LARRP is a network of public, community and faith-based agencies and advocates working together to ensure that our reentry system meets the needs of our agencies, communities, and the

Health - Free/Sliding Scale Clinic

Los Feliz Health Center
1530 Hillhurst Avenue
Los Angeles, CA 90027
For medical appointments please call 323-644-3888
Many languages spoken.
<http://www.aphcv.org/>

Health - Sliding Scale Clinic

3860 W. Martin Luther King Blvd.
(323) 295-6571
Languages: English, French, Japanese, Tagalog, Spanish, Thai, Vietnamese
To Help Everyone Health and Wellness Centers
3834 S. Western Avenue
Los Angeles, CA 90062
<http://tohelpeveryone.org/>

Health - Sliding Scale Clinic

6000 N. Figueroa St.
Los Angeles, CA 90042
(323) 254-5291
<http://www.arroyovista.org/>

Reentry Resource - Multiple Resources Available

Los Angeles
400 N. Vermont Ave.
Los Angeles, CA 90004
323-644-4122
Paste into your browser:
<http://www.delanceystreetfoundation.org/>
<http://www.delanceystreetfoundation.org>

Reentry Resource - Multiple Resources Available

Our findhelp technology powers Americas leading social care network. Our network features more than 300,000 free and reduced-cost programs in all 50 U.S. states, territories, and Puerto Rico, powering social care systems for hundreds of customers nationwide.

<https://www.findhelp.org/find-social-services/california>

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

Re-Entry Services of all kinds

<https://211la.org/resources>

Reentry Resource - Programs

ARC changes lives and creates safe, healthy communities by providing a support and advocacy

people we serve, both in terms of capacity and public policy. LARRP is the successor organization to several other reentry groups including the LASD Reentry Advisory Board and the 21st Century Reentry Project.

contact: lareentry.org
<http://lareentry.org/Regional-Coalitions.html>

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 - Shelters

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

network for, and comprised of formerly incarcerated young men and women. Together we are a bridge to transformation, purpose, and redemption.

448 South Hill Street, Suite 908
Los Angeles, CA 90013
Ph: 213-955-5885
Fax: 213-955-5903
<http://www.antirecidivism.org/>

Shelter - Energy Assistance

To apply for LIHEAP services and to inquire about the type of assistance available in your area, please use the search feature below to contact your local LIHEAP agency for more information. If you would prefer to speak to a live operator to assist you in obtaining more information on where to apply, please call our toll-free helpline at (866) 675-6623.
<https://www.csd.ca.gov/Pages/Assistance-PayingMyEnergyBills.aspx>

Shelter - Low Income Housing

Find low income apartments in California 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/CA.html>

Employment Tips

We often have to work our way up to the job we want; either because it is not available when we go to find it or we need more experience, education, preparation or time to get ready. Although we will spend time working at jobs that are not our preference, we can enjoy the interim more when we stay focused on our goals.

Start by asking yourself:

- What kind of job or career do I want?
- What am I willing to do, learn or sacrifice to get that job or career?

Before venturing out into the world of work you will have to obtain necessary documents.

The most frequently requested documents are:

- Birth Certificate
- Driver's license or Basic Identification
- Social Security Card

The birth certificate and driver's license forms offered in our Employment Documents are samples. You can find links to the applications that you need in our Resource Directory!

Next, ask yourself the following questions

- What occupations or industries in your area are in need of employees?
- What are your employment limitations due to your particular crime?
- What is the income you need in order to pay for housing, food, energy, phone, child support, restitution, transportation, etc? (check out our [Build a Budget Worksheet](#))
- Which strategies do you think would be most effective for "selling" your attributes?

To prepare to apply for a job you may want to create the following worksheets:

- Inventory your work history in and out of prison
- List your training, skills, limitations, and health considerations
- Gather all the information you will need to fill out employment applications. Are you ready to fill them out online? (Several companies only accept online applications.)

Considerations and Preparation

What are your employment resources?

- Classified ads (in the paper or locally found on-line)
- Applying for jobs with companies you want to work for
- Job Assistance and Job Training centers
- Craigslist, Monster.com, other job-search websites

Skills Assessment and Personal Strengths Evaluation

Consider taking a free online self-assessment test help us see what careers we are suited for. If you type the phrase 'self-assessment test' into any search engine, several options will be available for you to check out.

Do you need clothes for your interview or new job?

Check out Dress for Success, a global program that may have a location near you!

(www.dressforsuccess.org)

Resume' and Interview tips:

Two good places where you get the chance to show a company why they cannot afford NOT to hire you. Keep these tips in mind as you write your application or resume', and prepare for job interviews:

- Be cheerful in your in-person or telephone job interviews.
- Talk about the benefits of your experience and the relevant expertise you offer.
- Speak about the value you would bring to the company.
- Share stories in the job interview about success in prior assignments.
- Talk about your ability to work with a diverse group of people.

Typical Barriers to Employment:

- Lack of updated resume
- Appropriate clothing for job search
- Transportation
- Stable housing
- Substance abuse
- Poor interview skills
- Poor job search skills
- Not a high school graduate
- No documentation (ID, Social Security card)

SMART: What is your strategy for overcoming barriers and creating success?

You can create a clear strategy by following SMART guidelines:

Specific Measurable Attainable Realistic Timely (or Tangible)

Specific – what is the specific goal you wish to achieve?

Can you answer these questions?

- Who do you need to be involved?
- What do you really want to accomplish?
- When do you want to accomplish it?
- Where do you need to be to accomplish it?
- Why do you want to achieve this goal?
- Which things do you need to get in order and which are the constraints to achieving your goal?

Measurable – How will you know when you've achieved your goal? What criteria have you set up to measure your progress and reach your target dates?

Attainable – Can you see yourself achieving this goal? Can you see the path to get there and then see yourself in that place of having reached the goal?

Realistic – Are you willing and able to achieve the goal?

Timely – How long do you need to achieve your goal? Work out your goal date and then the smaller goals that must be met to meet that goal date?

Tangible – Imagine: can you taste, touch, smell, see or hear the results of achieving your goal?

Interview Tips

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

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

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

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



www.fairshake.net

PO Box 63 Westby, WI 54667 608-634-6363

Fair Shake Employer Support

All of this information and much more can be found at <https://www.fairshake.net/employers>

Although tremendous responsibility is on the shoulders of those transitioning from prison to society, their success is made possible only when the entire community is involved.

Employers have the opportunity to help create one of the first and most stable bridges to reentry success. Fair Shake supports an employer's desire to understand formerly incarcerated applicants by offering tools and information to help you make informed, careful hiring decisions.

Fair Shake has also created tools for our members to more fully demonstrate their character than may be available on a standard job application through our free "office in the clouds", which includes a Personal Web Page.

The FAIR SHAKE PERSONAL WEB PAGE (PWP): What you learn about these applicants

Building a Fair Shake personal web page is not an easy feat! Formerly incarcerated people who create this page demonstrate many things to you:

- **HONESTY:** They are open, honest and direct by letting you know s/he has been incarcerated. As you may well imagine, this takes an enormous amount of courage. We know that honesty is imperative to building trust. Is honesty something you are looking for in your employees?
- **SELF-MOTIVATION:** Creating this page demonstrates the applicant's perseverance tenacity, and desire to succeed. S/he had no coercion in building this page; there was no class for it nor did anyone recommend they do this. They built the page of their own volition.
- **TECH-SKILLS:** A variety of computer skills were required to create the Personal Web Page including: scanning, storage, typing, and understanding 'cloud' technology; to name a few.
- **HUMANNESS:** In addition to the above, the applicant offers information here that describes more than skills and experiences; you learn who they are and what they bring to your organization. This information is very important in building company culture, but is not requested on standard job applications.

Why hire a formerly incarcerated person?

- To keep your options open for hiring the best possible candidate!
- Many formerly incarcerated people have received extensive training
- Many formerly incarcerated people are motivated to work
- Many formerly incarcerated people have a job coach or advisor
- Support is available for training and reducing risk

Fidelity Bonding Program

The **Fidelity Bonding Program** offers six months of free bonding support to businesses across the country to lower their risk when hiring applicants who have been incarcerated.

Federal Fidelity Bonding Program: <http://bonds4jobs.com>

Bonding can:

- Reduce your risk when you hire formerly incarcerated people
- Provide six months of FREE insurance against employee theft
- Be obtained quickly and easily by just a phone call to confirm your hire

To bond a formerly incarcerated new hire today **call toll-free: 877-US2-JOBS (877-872-5627)**

Work Opportunity Tax Credit (WOTC)

The WOTC is a special tax credit available for hiring former felons (and others) and must occur within one year of their release date. The WOTC is available to any size business from small organizations to national corporations. The credit is also available for any type of job. The work can be full-time, part-time, temporary, or seasonal.

Facts about the WOTC tax credit:

- Employers can save as much as \$2,400 in taxes
- Applies to the first year of employment
- The new employee must work 120 hours for the employer to begin to receive credit

Exceptions:

- Not for independent contractor work
- Not for a business owned by a close relative

To find out more: <http://www.doleta.gov/business/incentives/opptax/wotcEmployers.cfm>

Or call: 1-800-829-4933

Employee Training Support

Your business may be eligible for a state or federal training grant (or other funding). To find out what you may qualify for, check with your Workforce Investment Board, Small Business Development Center, or economic development agency.

- Workforce Investment Board: <http://www.servicelocator.org/contactspartners.asp>
- Small Business Development Center: <https://www.sba.gov/tools/local-assistance>
- Economic Development Agency: <https://www.sba.gov/content/economic-development-agencies>

Ban the Box:

Are you ready to remove the box that says 'Have you ever been convicted of a felony?' from your job application forms? If so, we can help! <https://www.fairshake.net/ban-the-box/>

On our page you will find:

- Best Practices and Model Policies
- Fair Chance Fact Sheet
- Community Hiring Model
- Which states, cities and counties *Ban the Box*
- Learn from dedicated states like Minnesota who have Banned the Box for both public- and private-sector jobs. They freely share information for you to do this, too.