

# REENTRY PACKET

Your Customized Guide to Support your Successful Transition



National Web-based Reentry Resource Center

[www.fairshake.net](http://www.fairshake.net)

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**This Reentry Packet has been customized for: Coyle 10633-062**

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# Attention Budget Worksheet

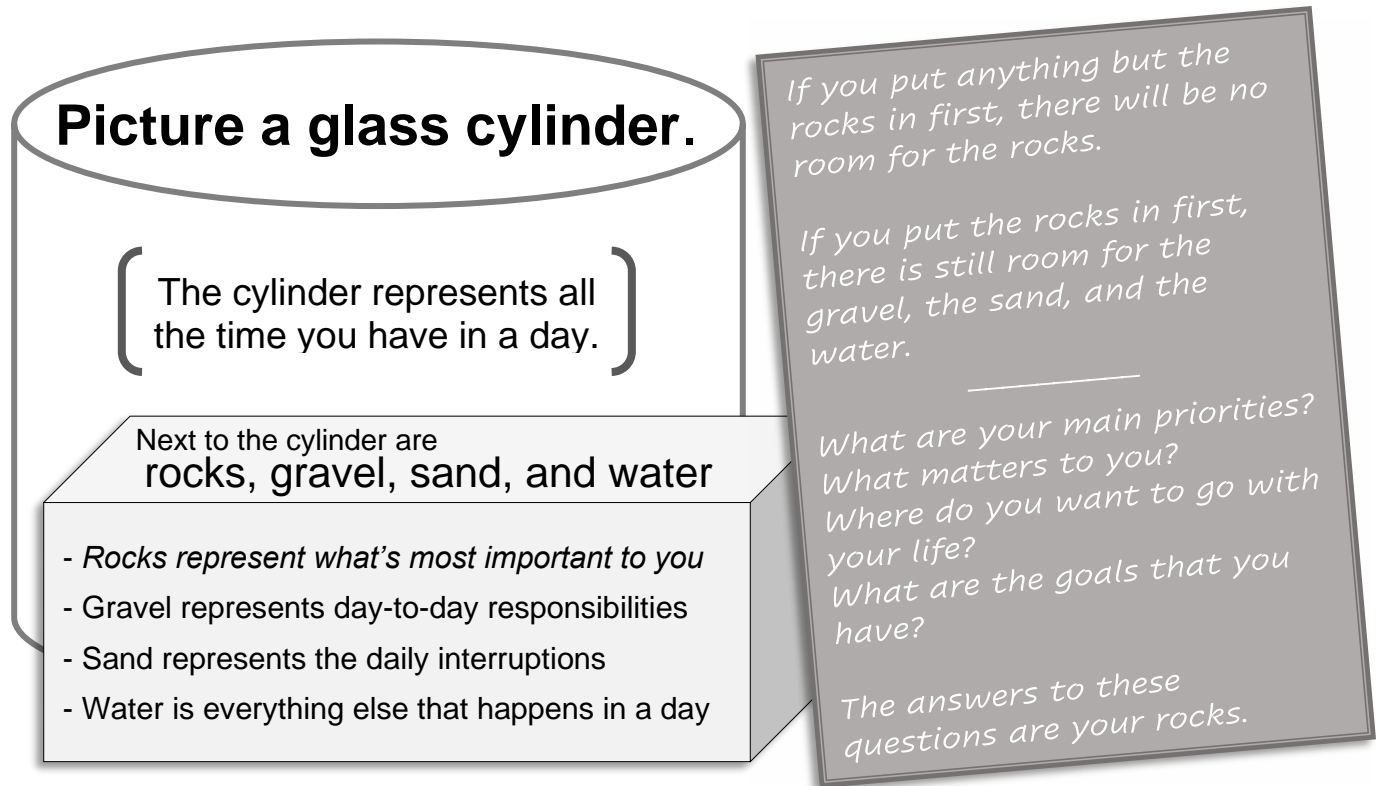
Time Invested in		Planned	Actual Time Spent
<b>Daily</b>	Work		
	Work		
	Travel time to and from everything		
	Other Travel...for errands, etc		
	Food		
	Shopping (perhaps certain days per week?)		
	Meals – cooking		
	Meals – cleaning up		
	Meals – away from home		
	Exercise		
	Walk, stretch		
	Aerobic – elevate your heartbeat!		
	Meditation / Yoga		
	Thinking		
	Planning and Prioritizing		
	Evaluating (how effective was your plan?)		
	Reflecting		
	Meditation / Mindfulness		
	Reading		
	Frequent		
	Family (at home / visiting)		
	Other		
	Friends		
	Possibilities		
	Hobbies		
	Classes and Homework (if in school)		
	Personal care: bathing, dressing, hair, teeth, etc.		
	Media		
	Television, movies, YouTube®, electronic games		
	Social Media, Text		
<b>Weekly</b>	Weekly cleaning		
	Events with Family and Friends		
	Intentionally building your gift, yourself, your world		
	Travel time		
	Paying bills, balancing money		
	Services		
<b>Monthly</b>	Auto care		
	Volunteering		
<b>Surprise Events</b>			
<b>Totals:</b>		Planned	Actual Time Spent
Time alone: doing stuff			
Time alone: thinking, reflecting, reading (books)			
Quiet time with others			
Active time with others			
Time with Gizmos, Electronics and Screens			
Time dedicated to living your life in the fullest sense.			
Time connecting to your own life and all life.			

# MANAGE YOUR PRECIOUS TIME!

ATTENTION BUDGET Deeply connected to your financial budget!

THIS IS THE FIRST DRAFT! I've included what this one mind of mine could think of; I'd love to hear from you to provide a more accurate range of options!

Steven Covey's great metaphor for managing our time; from his book First Things First:



The world demands your attention! Everyone tries constantly to get your attention. Set boundaries! Make your goals your priority! Slight changes to your path are like a compound-interest investment in your life!

Commit to goals as if they are appointments with your future self. YOU are important. Your goals are important. Goals are proactive, not reactive. Goals help us determine our "no" and our "yes" for investing our time.

All security experts agree: Trust no-one.

- Stay skeptical.
- Turn off cookies.
- Limit tracking as much as possible.
- Don't say anything stupid; don't use hate speech
- Thou shalt not overshare, or share data about friends.
- If the product is free, it means that you are the product.
- Limit your time on each platform (fb, twitter, instagram, et al.)
- Privacy is a myth. Assume if it's on the phone it'll be published.
- Don't live your life online. Take a walk, play a musical instrument, build furniture, live in the real world.

You have to decide what your highest priorities are and have the courage – pleasantly, smilingly, non-apologetically – to say 'no' to other things. And the way to do that is by having a bigger 'yes' burning inside.

- Steven Covey

"Trying to be "safe" while using a "smart" phone is like trying to keep water out of a submarine with a screen door."

"If you join Facebook, you relinquish your privacy."

"When you receive an email from someone that wants to share their fortune with you, do not reply or click on the links!"

You can turn off media, social media, phone, text: YOU set the boundaries. No communication after 8 pm? Sundays? You choose your limit. With your time managed, you can invest time online...time digging for information, learning new things, listening to guided meditations, music and pontificators.

## Financial Budget Worksheet

Category	Item	Amount	Due Date
<b>Home</b>	Rent or House Payments		
	Property Tax		
	Insurance		
<b>Other Home Expenses</b>	Electric		
	Gas or Oil		
	Water and Sewer		
	Repairs		
	Maintenance and Fees		
<b>Technology</b>	Land-Line		
	Cellular		
	Cable / Satellite / Internet		
<b>Transportation</b>	Car Payment		
	Gas		
	Auto Insurance		
	Repairs / Maintenance		
	Other Transportation		
<b>Health Insurance</b>	Insurance		
	Monthly Medical Expenses		
<b>Debt Payments: Loans, Credit Cards,</b>			
<b>Food</b>	Groceries		
	Dining Out		
<b>Family Expenses</b>			
<b>Other Expenses</b>	2 <sup>nd</sup> car, loan or credit card?		
<b>Surprise Expenses</b>			
<b><u>MONTHLY SAVINGS:</u></b>	<b>Total</b>		
	<b>Average Monthly Expense</b>		
	<b>Grand Total</b>		

<b>Annual Expenses</b>	Subscriptions and Memberships		
	Vehicle Registration		
	Dental or Other Medical		
	Donations		
<b>Total Annual Expenses</b>			
<b>Divide total by 12</b>			
<b>Result: Average Monthly Expense</b>			

## **BUDGET SUCCESS by INTENTION:** Break the Paycheck-to-Paycheck Cycle!!

**Give Every Dollar A Job.** Not just the necessities like bills and groceries. You also assign your money to going out, beers, fun stuff, travel – anything you spend your money on, it goes in the budget.

**Embrace Your True Expenses.** What are often overlooked are the once every year or once every few months spends. Better to save for an emergency fund right now than pay down credit cards or loans.

**Roll With The Punches.** Everyone overspends. Oh yes they do. Any budget should be flexible enough to deal with overspend

**'Age Your Money':** pay your bills with money that's been sitting in your bank account for two weeks.

Buy smarter. Cook: buy fresh and bulk foods and eat better! Work a second job. Make a budget. Be unwilling to accept credit card debt; pay cards in full each month or get rid of them. Be honest about your spending habits and adjust them honestly, too.

## **NATIONAL FINANCIAL RESOURCES**

America's Debt Help Organization: Debt.org  
5750 Major Boulevard Suite 350  
Orlando, FL 32819 <https://www.debt.org/>



Need Help Now? Call Us (877) 764-5798

Here's what they say about themselves: Debt.org is America's Debt Help Organization, serving the public with thorough, accurate and accessible information online about financial well-being. We strive to help people in all stages of life. The content on Debt.org is designed for anyone who desires a sound financial future, wants to get out of debt or wants to stay out of debt. Our goal is to be the only financial resource you need to deal with your debt.

### **Financial Literacy**



#### **Money Smart for Adults**

<https://www.fdic.gov/consumers/consumer/moneysmart/adult.html>

14 Money Smart for Adults Training Modules

#### **Money Smart para Adultos**

<https://www.fdic.gov/consumers/consumer/moneysmartsp/adult.html>

14 módulos de capacitación de Money Smart para Adultos

### **Financial Education for Adults**

Tools and Resources. The Consumer Financial Protection Bureau (CFPB), is a government agency that makes sure banks, lenders, and other financial companies treat you fairly.

<https://www.consumerfinance.gov/consumer-tools/educator-tools/adult-financial-education/tools-and-resources/>



### **Benefits after Incarceration: What You Need To Know**

An individual released from incarceration may be eligible for Social Security retirement, survivors, or disability benefits Call to see if you qualify 1-800-772-1213

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



**U.S. Government Services and Information** <https://www.usa.gov/#tpcs>

Benefits, Grants, Loans; Consumer Issues, Disability Services, Education Health, Housing, Jobs, Military and Veterans, Taxes, Small Business, Voting and a LOT more.

# 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!

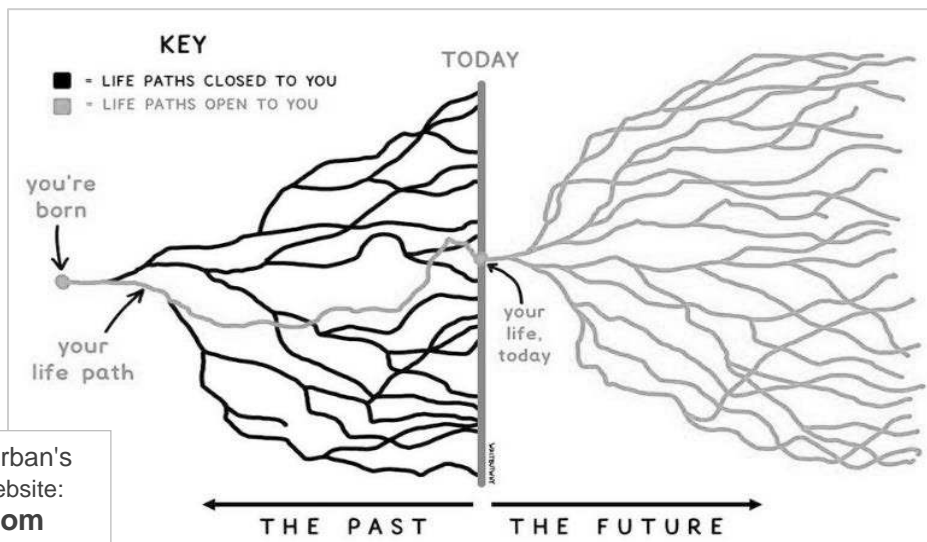


Image from Tim Urban's  
**Wait But Why** website:  
[waitbutwhy.com](http://waitbutwhy.com)

# 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](mailto: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/](http://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](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.



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. 27<sup>th</sup> Street Suite 602 Milwaukee, WI 53216

# ASA J. PETERS

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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

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## OBJECTIVE

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### *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.

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## PERSONAL PROFILE

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- 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.

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## COOKING SKILLS

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- ✓ 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.

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## RESTAURANT EXPERIENCE

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**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

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## MILITARY SERVICE

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

## 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](http://www.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

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/jobs-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.idealst.org](http://www.idealst.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](http://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/](http://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 Flier
- Work Opportunity Tax Credit Flier
- 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](http://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](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

#### Bonding, WOTC, and EEOC fliers

- You are bondable | Federal Bonding Flier
- Work Opportunity Tax Credit Flier
- 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-DOJ

#### 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/ExOffender/index.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](http://www.ServiceLocator.org)
- America's Career InfoNet** occupation and industry information, salary data and career exploration assistance. [www.CareerInfoNet.org](http://www.CareerInfoNet.org)
- mySkills myFuture** helps career changers find new occupations to explore. [www.mySkillsmyFuture.org](http://www.mySkillsmyFuture.org)
- Veterans ReEmployment** is a one-stop website for employment, training, and financial help after military service. [www.CareerOneStop.org/ReEmployment/Veterans](http://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

### **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**

5201 N. Beach Street, Suite 141  
Fort Worth TX 76137  
Phone: 682-647-1106  
<http://www.selectstaffing.com/SelectStaffing/main.cfm?nlvl=1>

### **Employment - Employment Services**

5000 Western Center Blvd  
Suite 180  
Haltom City, TX, 76137  
817-581-0091  
817-581-0511  
<http://www.coworxstaffing.com/>

### **Employment - Employment Services**

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

### **Employment - Staffing Agency**

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

### **Employment - Workforce Development**

Search one of the largest job databases in Texas. Register for work so employers can find you. Use job search resources to increase your job opportunities. Get resume writing tips and learn job-winning interviewing techniques. Find resources on training and education programs. Explore programs available at community colleges, licensed career schools, universities and other training providers. Learn about programs that may fund training for eligible individuals. Use tools to help identify the types of training that could help you achieve your employment goals.  
<https://www.twc.texas.gov/jobseekers>

### **Health - Free/Sliding Scale Clinic**

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

### **Employment - Employment Services**

3328 Ave B  
Fort Worth, TX 76105  
682-365-7569  
Reaching Out Ministry is a faith base ministry and will provide the following as an immediate need to ex-offenders when they are released, job placement leads, personal hygiene's and clothing.

### **Employment - Employment Services**

5650 Alliance Gateway Freeway  
Ft Worth, TX, 76177  
817-581-0091  
817-581-0511  
<http://www.coworxstaffing.com/>

### **Employment - Employment Services**

4801 Mercantile Drive  
Ft Worth, TX, 76137  
817-581-0091  
817-581-0511  
<http://www.coworxstaffing.com/>

### **Employment - Licensing Information**

920 Colorado  
Austin, Texas 78701  
<http://www.license.state.tx.us/>

### **Employment - Staffing Agency**

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

### **Health - Crisis Hotline**

Domestic Violence Hotline 1-800-799-7233(SAFE)  
StrongHearts Native Helpline 1-844-7NATIVE (1-844-762-8483)  
Runaway Safeline 1-800-RUNAWAY / 1-800-786-2929  
Human Trafficking Hotline 1-888-373-7888  
Child Abuse Hotline - 1-800-4-A-CHILD (1-800-422-4453)  
Substance Abuse Treatment - 1-800-662-HELP (4357)  
Center for Missing and Exploited Children (NCMEC) Hotline - 800-8435678  
Sexual Assault Telephone Hotline - 800-656-HOPE (4673)  
Suicide Prevention Lifeline Hotline - 800-273-8255  
<https://www.acf.hhs.gov/acf-hotlines-helplines>

### **Health - Free/Sliding Scale Clinic**

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

### **Health - Free/Sliding Scale Clinic**

1709 East Hattie Street  
Fort Worth, TX 76104  
(817)-536-0505  
A full-service clinic housed right inside Beautiful Feet Church.  
The clinic team treat homeless patients for everything from the common cold to HIV. The clinic is open every Wednesday at 10:30am and

**Health - Free/Sliding Scale Clinic**

655 Taylor Street  
Fort Worth, TX 76102  
817-289-6800

conveniently located inside First Christian Church  
The clinic is open to anyone Monday through  
Thursday from 8:30 a.m. – 4:30 p.m. and Fridays  
8:30 – 11:30 a.m.. Appointments can be made  
over the phone or online. Walk in emergencies are  
also accepted.

Fees-Sliding scale based on income if uninsured;  
hardship waiver for those in homeless shelter and  
in-house rehab programs

[http://tarrant.tx.networkofcare.org/mh/services/agency.aspx?pid=CommunityEyeClinicEyeCare\\_988\\_2\\_0](http://tarrant.tx.networkofcare.org/mh/services/agency.aspx?pid=CommunityEyeClinicEyeCare_988_2_0)

**Health - Free/Sliding Scale Clinic**

2106 N Main St  
Fort Worth TX, 76164-8511  
817-625-4254

We provide care to anyone, regardless of: Income,  
residency status, employment, health insurance  
coverage or ability to pay for services. We do not  
discriminate on the basis of race, color, national  
origin, language, religion, disability, age, or  
gender.

<http://www.ntachc.org/services.html>

**Health - Free/Sliding Scale Clinic with Dental**

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

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

**Health - Free/Sliding Scale Dental Clinic**

1709 East Hattie Street  
Fort Worth, TX 76104  
(817)-536-0505

The Dental Clinic is a fully functional two chair  
clinic started by Dr. Tom and Lucia Howorth. The  
clinic is fully operated by volunteer dentists and  
dental assistants.

The clinic is open on most Fridays from 8:30am to  
12:00pm. Please call us to confirm the hours of  
the clinic.

<http://thefeet.org/our-ministries/dental-ministry/>

**Health - Narcotics Anonymous**

Join the millions who have found comfort and hope  
within these nonjudgmental communities and have  
successfully freed themselves from the struggles  
of addiction. Find local NA meetings by location,  
day of the week, and time.

<https://findrecovery.com/na-meetings/>

**Health - Reduced Cost Medication**

HELPLINE (800) 503-6897 in English or Spanish.  
Find help with the cost of medicine! We offer a  
free drug discount card that may help you obtain a  
substantially lower price on your medications.

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

the patients are all seen on a first come, first  
served basis.

<http://thefeet.org/our-ministries/medical-ministry/>

**Health - Free/Sliding Scale Clinic**

2909 Mitchell Blvd.  
Fort Worth, TX 76105  
817-625-4254

Monday - Friday  
8:00AM - 5:00PM

We provide care to anyone, regardless of: Income,  
residency status, employment, health insurance  
coverage or ability to pay for services. We do not  
discriminate on the basis of race, color, national  
origin, language, religion, disability, age, or  
gender.

<http://www.ntachc.org/services.html>

**Health - Free/Sliding Scale Dental Clinic**

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

[https://www.usdentalservice.com/?gclid=EAlaQobChMIyaH1p9\\_k9gIVWZcAAB0lrg1FEAEYASAAEgK7c\\_vD\\_BwE](https://www.usdentalservice.com/?gclid=EAlaQobChMIyaH1p9_k9gIVWZcAAB0lrg1FEAEYASAAEgK7c_vD_BwE)

**Health - Health Department**

Health Promotion and Chronic Disease Prevention  
(HPCDP)

Many services and resources can be found on the  
website.

<https://www.dshs.texas.gov/health-wellness.aspx>

**Health - Reduced Cost Medication**

(888) 311-6224 x115

Save an average of 15-55% on your prescriptions!  
Print a free card or download the app to your  
phone.

<https://www.americasdrugcard.org/index.aspx>

**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://www.211texas.org/>

**Reentry Resource - Multiple Resources Available**

2300 Circle Dr Ste 2301

**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/texas>

**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**

610 S Jennings Ave  
Fort Worth, TX 76104  
(817) 834-2833  
Please call for an appointment.  
<http://www.txrs.org/pages/services.html>

**Reentry Resource - Multiple Resources Available**

3500 Noble Avenue  
Fort Worth, TX 76111  
Phone: 817-632-6000  
Cornerstone's Reentry Services are a part of the recovery and restorative programs offered to imprisoned offenders as well as returning ex-offenders.  
[http://www.canetwork.org/reentry\\_services.aspx](http://www.canetwork.org/reentry_services.aspx)

**Reentry Resource - Multiple Resources Available**

3500 Noble Avenue  
Fort Worth TX 76111-4618  
(817) 632-6000  
The Tarrant County Reentry Coalition is a group of concerned citizens and organizations working to help ex-offenders returning from incarceration in Tarrant County.  
<https://www.tcreentry.org/>

**Reentry Resource - Religious**

1709 East Hattie Street  
Fort Worth, TX 76104  
(817)-536-0505  
WORSHIP SERVICES  
Bible Study  
When: Monday-Saturday at Fellowship Hall 9:00am (8:30am in the summer)  
Chapel Service in the sanctuary Monday-Saturday at 11:15am  
Sunday Service starts at 9:00am in the sanctuary.  
Wednesday Night Street Light starts at 7pm in the sanctuary.  
<http://thefeet.org/our-ministries/worship-services/>

**Shelter - Low Income Housing**

FWHA develops, owns, and operates quality

Fort Worth, TX 76119  
682-703-1600

Provides one-on-one sessions with a navigator for adults returning home from jail and prison. Services include counseling, medical care, educational resources and more. Provides referrals to service providers of emergency assistance, employment, housing, etc. Offers a weekly orientation/reentry essentials class every Monday on how to return to Tarrant County from incarceration.  
<https://tarrant.tx.networkofcare.org/>

**Reentry Resource - Multiple Resources Available**

4804 E. Rosedale Street,  
Fort Worth, Texas 76105  
817-536-2723  
Restoring Hope Center provides room and board, spiritual enrichment, adult education, job and life skills development and training, motivational and self-esteem building, money management, saving, budgeting, stress control, problem solving and other educational courses that will prepare participants to re-enter society and lead a productive life.  
Monday-Friday: 9:00 - 5:00

<http://www.restoringhopecenter.org>

**Reentry Resource - Multiple Resources Available**

1709 East Hattie Street  
Fort Worth, TX 76104  
(817)-536-0505  
A washer and dryer utility room is set up inside Beautiful Feet, where the homeless get a chance to wash the few belongings they own. It is open every weekday from 9:30am until noon on a first come, first served basis.

Showers: The showers are set up similar to the laundry room, where the homeless get a chance to shower and shave. These are open every weekday from 9:30 until noon on a first come, first served basis.  
<http://thefeet.org/our-ministries/laundry-and-showers/>

**Reentry Resource - Reentry Coalition**

Cornerstone Assistance Network  
3500 Noble Avenue  
Fort Worth, TX 76111  
817-632-6000  
Partnering for a long-range strategy aimed at breaking the devastating cycle of criminal recidivism in tangible ways.  
We meet the third Friday of each month, from 9:30 to 11:00  
<http://www.tcreentry.org/>

**Shelter - Homeless Shelter**

3500 Noble Avenue  
Fort Worth, TX 76111  
Phone: 817-632-6000  
Promise House provides a loving home environment for homeless women including those

affordable and accessible housing for citizens of Fort Worth and Tarrant County with a range of incomes utilizing various federal, state, and local programs. Our agency currently provides more than 6,000 units of quality affordable housing and serves more than 18,000 citizens.

Fort Worth area: 817-333-3400 Metro number: 817-429-2209

Fort Worth Housing Authority  
1201 East 13th Street  
Fort Worth, TX 76102-5764  
Mailing Address:  
Fort Worth Housing Authority  
Administration  
PO Box 430  
Fort Worth, TX 76101-0430  
<http://www.ftwha.org/>

**Shelter - Transitional Housing**

1927 Hemp Hill  
Fort Worth, TX 76110  
817.926.2505 817.690.0049  
Housing for men and women, \$320/mo. Only two sex offenders at one time. Limited # of electronically monitored, also.

released from prison. Women and volunteers who come to Promise House will leave forever changed with a promise from God.

[http://www.canetwork.org/promise\\_house.aspx](http://www.canetwork.org/promise_house.aspx)

**Shelter - Salvation Army**

1855 E. Lancaster  
Fort Worth, TX 76103  
817.344.1822  
Provide food and clothing pantry. Also provides a shelter. No zipcode restriction. Open 8:30-4:30 M-F.

**Shelter - Transitional Housing**

3500 Noble Avenue  
Fort Worth, TX 76111  
Phone: 817-632-6000  
There is no question that the New Life Center is making a difference in the lives of the men it serves. Approximately eighty percent of NLC residents have a history of substance abuse and about half a criminal background. Despite these seemingly overwhelming statistics, we have men graduating from college every year, including one who was Valedictorian of his class at TCU! Most exciting, in our eyes, we see residents receive and grow in Christ. We are blessed to be a part of what our great God is doing at the New Life Center!  
[http://www.canetwork.org/new\\_life\\_center.aspx](http://www.canetwork.org/new_life_center.aspx)

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: \_\_\_\_\_



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.

## 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* \*\*\*

## Self-Employment

CAUTION: Entrepreneurship is NOT for the weak!

The idea of owning a business is attractive to many types of people. Some are drawn to 'be their own boss', to work closer to where they live, or to provide a product or service to an area where it is needed. Some people feel they can take more pride in their work and also be recognized for their efforts, still others feel they can have greater job security and may even be able to sell their business or pass it on to their children. Our shared *American Dream* features a 'rags to riches' story that includes a plucky protagonist that pulls her- or himself up with their bootstraps to achieve financial and social success.

One of our basic human needs is to feel we have the power to determine our destiny. Owning your own business is certainly one way to take control. Unless the start-up is handled cautiously, intelligently and with a long-term commitment, however, a person can drive their dream right into the ground.

This brief document will only cover the very basics (mostly using bullet points!) of things to consider in starting a business. It is merely a check list to assess if this is the right path for you, and also to consider some of the many things you'll need to address to get started...and then to keep it running.

### Let's begin with some simple questions to ask yourself:

- What kind of business do I want to start? Will I provide a product or a service?
- Where will my business be located? What type of community supports my business? (examples: neighborhood, city, state, internet)
- Who are my customers? What makes them different from other consumers?
- How must I organize my company: What regulations must I follow? Does this business require special licensing or permits? How should I incorporate? (examples: LLC, S Corp, B Corp, non-profit)
- Where and how will I advertise or otherwise communicate to my customers?
- Does my business benefit all of the members of the community in which it is located?
- What is the name of my business and what is my 'tag line' or 'elevator speech' to describe it?
- How will I explain my business to my grandmother? (good practice; even if she is no longer with us)
- Can I tolerate book-keeping or am I able to pay someone who can?

### Are you willing and able to:

- Start organized and stay organized?
- Follow legal procedures (including lots of paperwork!)?
- Ask for help?
- Pay taxes willingly?
- Be flexible, creative and responsive when things don't go as planned?

**Now let's look at some difficult things to consider in starting a business:**

- Can I handle a lot of rejection and nay-sayers?
- Will I feel jilted or jaded when my friends are not willing to be my customers or backers?
- Can I live with little to no income for at least 1 year and up to 3 years?
- Am I willing to sacrifice much of my leisure time or social life for up to 3 years as well?
- Do I have a super-strong moral base? (The temptation to cheat can be powerful for many.)
- Can I provide clear proof I will be able to succeed - and that I am a worthwhile risk - to small business loan officers?
- Do I have solid back-up plan for repayment?
- Am I comfortable with risk or will I worry?
- Am I physically strong enough to endure hard work, stress and exhaustion?
- What aspects about running a business matter most to me?
- Am I a 'people person' and if not, can I hire this person, or how will I communicate with customers?
- What are my 'competitors' doing? What do I do similarly or differently to what they are doing?
- How long will it take to start my business before any money begins to come in? Can I start it while I work at another job?
- Am I willing and able to trademark, copyright or patent my name, logo, written or recorded material or invention?

**Some possible snags or ways to fail at starting a business:**

- Need others to do work or research for you to get started.
- Blame others or 'the system' when things get difficult
- Require more resources from outside investors than you are willing to contribute yourself.

**A couple of resources for entrepreneurial hopefuls:**

**SCORE:** <https://www.score.org/>

**Small Business Administration:** <https://www.sba.gov/>

**US Patent and Trademark Office:** <http://www.uspto.gov/>

**How to Write a Business Plan:** <http://articles.bplans.com/how-to-write-a-business-plan/>

**Free Government Publications:** The Consumer Information Catalog lists approximately 200 free and low-cost publications available to you from various federal agencies. The publications cover topics such as money, health, employment, housing, federal programs, travel, small business, and education.

To write for your free catalog, send your request and address to: **Federal Citizen Information Center**

**Also ask for "How to Write a Business Plan Pub #173**

Attn: Catalog  
Pueblo, CO 81009

Please share your thoughts, ideas, questions and concerns. Your questions, suggestions and ideas will help me improve this page to better serve our future business owners!