

REENTRY PACKET

Your Customized Guide to Support your Successful Transition



National Web-based Reentry Resource Center

www.fairshake.net

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PRE-RELEASE INVENTORY

Additional items to add to your list!

1. List the gifts that you bring with you!

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



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

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

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

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

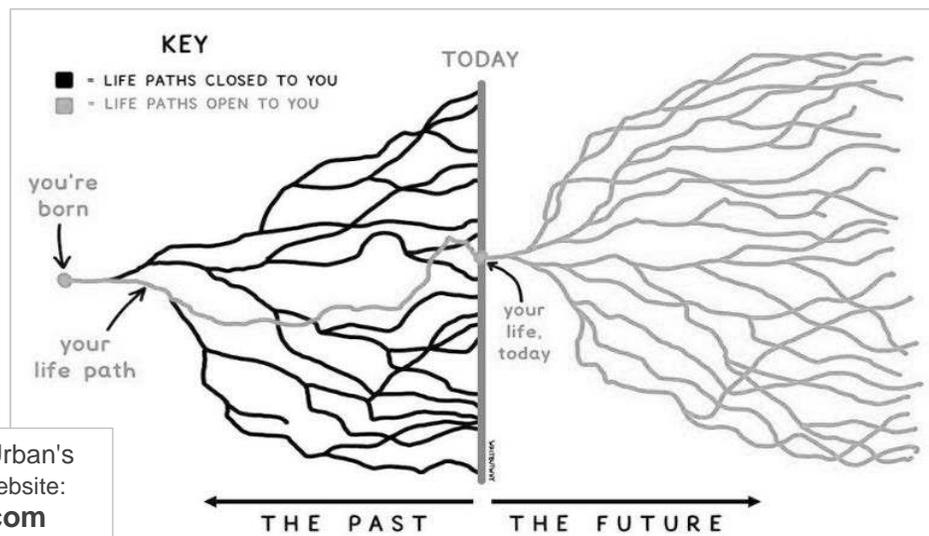


Image from Tim Urban's
Wait But Why website:
waitbutwhy.com

AGENCY and ACTION

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

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

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

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

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

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

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

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

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

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

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

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 do well? 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 Job Applications
#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.

JobsForFelonsHub 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 SUCCESSFUL RELEASE
 We have personally contacted each company for information regarding jobs for felons. <https://successfulrelease.com/jobs-for-felons/>
 Guide to Finding a Job Through Networking <https://successfulrelease.com/who-hires-felons-where-to-network-to-find-jobs-for-felons/>

Formerly Incarcerated College Graduate Network
https://www.ficgn.org/job-leads Discover career-related jobs that welcome formerly incarcerated applicants and see the value in your lived experience.

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

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

o.net 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 LinkedIn.com

Non-profit Job Search Engines:

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

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 encore.org
www.encore.org
 Jobs for people 50+ yrs of age

Philanthropy News Digest
PND 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/>

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

Gary's Job Board: Truck Drivers wanted!
 Gary can find you a better truck driving job, with or without a CDL.
 Website: <http://www.garysjobboard.com/>
 More information about trucking / driving jobs:
<https://www.fairshake.net/employment-trucking-driving-jobs/>

Prepare For Work!
www.fairshake.net/prepare-for-work/
 - Resume Writing Ideas
 - Letter of Explanation
 - Prepare For Your Interview
 ... and much more!

Employer Support
 Give employers tools and information to help them hire you.
 Share this document with your potential employers to help them hire you.

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

US Department of Labor CareerOneStop
 Formerly Incarcerated Reemployment
<http://www.careeronestop.org/ExOffender/index.aspx>

careeronestop
 Watch The Video!

1-877-348-0502 TTY: 1-877-348-0501
Career OneStop Locations:
 Alabama Louisiana Ohio

Prepare For Work

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

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

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

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

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

Prepare for Work

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



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

The Resume Writing Academy
www.resumewritingacademy.com

Resume Writing This document generously shared with Fair Shake by The Resume Writing Academy thanks to: Wendy Enelew, 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 searchers. Print or read The Complete Guide to A Winning Resume - Cheat Sheet to get started. Here I am - Resume Writing That Gets Noticed The Complete Guide to a Winning Resume Cheat-Sheet

Discussing Your History in the Interview

- Discussing Criminal History in the Interview

Other Employment Support

Jails to Jobs
http://www.jailstojobs.org/html/help_with_new_entry.html



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

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

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

how2become.com
How2become.com offers a resource guide that provides detailed insight into how to answer certain questions, body language and more.

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

US Department of Labor Career Onestop

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



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	Utah
Hawaii	Nevada	Vermont
Idaho	New Hampshire	Virginia
Illinois	New Jersey	Washington
Indiana	New Mexico	West Virginia
Iowa	New York	Wisconsin
Kansas	North Carolina	Wyoming
Kentucky	North Dakota	

Fair Shake Employment Documents

Available Offline and Online

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

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

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-DOE

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

About the Fair Shake Personal Web Page

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/pi/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

Successful planning includes full time employment that supports the transition from incarceration. We can supply this needed support through one of our business partners - Wasatch Staffing. Employment is a cornerstone to the success of MENTORWORKS, and our clients' plans.

42 Claybourne Ave S # 2720
Salt Lake City, UT 84115
(801) 463-1205
EMAIL US:
info@wasatchstaffingUT.com

<http://www.wasatchstaffingut.com/about.html>

Employment - Job Training

The Church of Jesus Christ of Latter-day Saints
780 W 800 S
Salt Lake City, UT
801-240-7240
Mon - Fri 8:00 am - 5:00 pm (every 1st Thur 10 am - 5pm)
The employment center or self-reliance center offers one-on-one coaching, workshops and a large database of employment, education and self-employment opportunities.

<https://www.ldsjobs.org/ers/ct/center/64432?lang=eng>

Employment - Job Training

Job Search Help for Ex-Offenders
Sponsored by the U.S. Department of Labor. A proud partner of the American job center network.
140 East 300 South
Salt Lake City, UT 84111
Phone: 801-526-9400
Hours: Monday-Friday 8:00am to 5:00pm
Local Service Providers help people with criminal records find jobs, get training, or meet basic needs. If you see one near you, use the phone number or website to contact them and ask what services they offer.

<http://www.careeronestop.org/ExOffender/american-job-center-finder.aspx?location=SALT LAKE CITY,UT&radius=25&ct=0&y=0&w=0&e=0&sortcolumns=Program Type,GEOCODE&sortdirections=DESC,ASC¤tpage=1&olds=0&return=1>

Employment - Workforce Development

1910 Prospector Ave #100,
Park City, UT 84060
Phone: (435) 649-0921
Utah became the first state in the nation to consolidate employment and public assistance programs by creating Utah Department of Workforce Services in 1997. Today, more than 2,200 Workforce Services employees assist individuals in preparing for and finding jobs, meeting workforce needs of Utah businesses, administering temporary assistance, and providing economic data and analysis.
<https://jobs.utah.gov/jobseeker/index.html>

Food - Free Meals

224 North 2200 West

Employment - Job Training

Training and On-the-Job Experience
Associates gain valuable work experience by working in our facilities and training with local business partners. Individuals can gain retail experience in our stores, trade skills at Deseret Manufacturing
We train our employees in a range of career fields to enable them to find work specific to their skills.
743 West 700 South
Salt Lake City, Utah 84104
(801) 240-7202

<https://www.deseretindustries.org/what-we-do?lang=eng>

Employment - Job Training

Job Search Help for Ex-Offenders
Sponsored by the U.S. Department of Labor. A proud partner of the American job center network.
720 South 200 East
Salt Lake City, UT 84111
Phone: 801-526-0950
Hours: Monday - Friday, 8:00am to 5:00pm

Local Service Providers help people with criminal records find jobs, get training, or meet basic needs. If you see one near you, use the phone number or website to contact them and ask what services they offer.

<http://www.careeronestop.org/ExOffender/american-job-center-finder.aspx?location=SALT LAKE CITY,UT&radius=25&ct=0&y=0&w=0&e=0&sortcolumns=Program Type,GEOCODE&sortdirections=DESC,ASC¤tpage=1&olds=0&return=1>

Employment - Licensing Information

Renew for or apply for your professional license, verify licenses and more information about professional licensing in Utah.

<http://www.dopl.utah.gov/>

Food - Food Pantry

3060 Lester St., West Valley City
Copperview Food & Resource Center
8446 S. Harrison St., Midvale

244 South 500 West Suite 102
Salt Lake City, Utah 84101
(801) 328-2561

<https://www.utahca.org/food-resource-centers/>

Free - Free Phone

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

Salt Lake City, Utah 84116
Phone: (801) 977-9119
St. Vincent de Paul Dining Hall serves two meals from the center daily. Our facility also caters two meals daily to six other local Homeless Services Providers in the area.
<https://ccsutah.org/programs/item/8-st-vincent-de-paul-dining-hall>

Free - Free Stuff

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

Health - Free/Sliding Scale Clinic with Dental

409 West 400 South
Salt Lake City, Utah 84101
801-364-0058
Fourth Street Clinic helps Utahns experiencing homelessness improve their health and quality of life by providing high-quality health care and support services.
<https://fourthstreetclinic.org/>

Shelter - Homeless Assistance

The Road Home team works with individuals and families, each step of the way to help them overcome their homelessness and move back into a home of their own.
<https://theroadhome.org/>

Shelter - Homeless Assistance

463 South 400 West
Salt Lake City, Utah 84101
(801) 355-1302
Our Vision: To be the most effective life-changing ministry in Utah that serves the homeless, indigent, and poor by providing services that meet spiritual, physical, emotional, educational, social, and mental wholeness needs through the love and power of Jesus Christ.
<https://rescuesaltlake.org/>

Shelter - Low Income Housing

1776 S. West Temple
Salt Lake City, UT 84115
(801) 487-2161

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

Health - Free/Sliding Scale Clinic

941 E 3300 S
Millcreek, UT 84106
(801) 266-3700
The mission of the Maliheh Free Clinic is to provide free, same-day access to high quality urgent medical care for all qualified patients. The Maliheh Free Clinic was founded with the sole purpose to rescue those members of our community who are in the most critical need of our help.
<https://malihehfreeclinic.org/>

Reentry Resource - Multiple Resources Available

801-240-4872
<https://providentliving.churchofjesuschrist.org/find-a-welfare-location?lang=eng>

Shelter - Homeless Assistance

224 North 2200 West
Salt Lake City, Utah 84116
Phone: (801) 977-9119
The Weigand Homeless Resource Center is the only day shelter of its kind in Salt Lake City. The center not only provides clients with daytime shelter, but also a variety of resources including case management, a computer lab to search for employment and benefit programs, showering and laundry facilities, and a number of in-house partnerships to provide clients with additional resources.
<https://ccsutah.org/programs/item/9-weigand-homeless-resource-center>

Shelter - Homeless Assistance

call or text: 801-961-8622
<https://familypromisesaltlake.org/>

Shelter - Transitional Housing

428 W. 300 S
Salt Lake City, Ut 84101
801.965.8628
Helping under-privileged and homeless overcome poverty through low-cost transitional housing and self-reliance programs.
<https://www.atallorder.org/history>

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
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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	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: _____		

EMPLOYMENT CONTINUED...

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

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

Summarize other employment related to this job: _____

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

Typing speed: _____ per minute.

Professional Licenses, Certifications or Registrations: _____

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

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

Address: _____ Relationship: _____

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

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

I understand and agree to the information shown above:

Signature: _____ Date: _____

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

Employer Section: _____

Interview Tips

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

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

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

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