

REENTRY PACKET

Your Customized Guide to Support your Successful Transition



National Web-based Reentry Resource Center

www.fairshake.net

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Maurice Sprewer

414.874.1657 (list the BEST contact number you have)

Maurice.sprewer@dwd.wisconsin.gov

(be sure that your email address is professional)

EXAMPLE of a FUNCTIONAL Resume'

Production Worker and General Laborer Committed to Safety and Quality

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

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

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

Relevant Production and General Labor Experience

General Laborer (Position while incarcerated)

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

year - year

City, State

Previous Relevant Employment

Previous Employer

year - year

City, State

Other Experience

Previous Relevant Employment

Previous Employer

year - year

City, State

Education

Relevant Education

(Relevant Degree / Diploma)

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

ASA J. PETERS

1514 Campbell, D1 Jefferson City, Missouri 64108
(816) 667-0421 (816) 992-1421

AREAS OF RELEVANT SKILL

Multi-dimensional individual with experience as **heavy equipment operator, driver, or laborer** with technical knowledge in surveying, welding, and general maintenance. Excellent safety record and willingness to do more than what is expected. Communicate and interact effectively with diverse cultures.

- **Heavy Equipment Operations:** Forklift, Tractor, Loader, Backhoe, Motor Grader, Track Loader, Bulldozer, Bobcat Skid/Steer Loader, Scraper
- **Driver:** Dump Truck, Over-the-Road
- **Technical:** Surveying, Welding
- **Maintenance:** General, Preventative, Carpentry, Painting

EDUCATIONAL BACKGROUND

Linn State Technical College

Heavy Equipment Operator Certificate Course

Welding; Blueprint Interpretation; Surveying; Preventative Maintenance

American Truck Driving School

Over-the-Road Truck Driving Certificate Course

Northwest Missouri Community College

Introduction to Computer Information Systems; Basic Programming; Data Files; Structural Programming; Microcomputer Operating Systems

EMPLOYMENT HISTORY

TEMPORARY ASSIGNMENTS, Jefferson City & Cameron, MO

- Store Clerk/Stocker
- Library Clerk/Data Entry Clerk
- Computer Operator/Data Entry Clerk
- Chapel Head Clerk
- AM/PM Baker/Store Clerk

LINN TECHNICAL COLLEGE, Linn, MO

- Maintenance Technician – General maintenance, cleaning, carpentry, and lawn care.

SPRINGFIELD PARKS AND RECREATION DEPARTMENT, Springfield, MO

- Laborer, Park Maintenance

MAZZIO'S PIZZA, Springfield, MO

- Delivery Driver

DRIVEWAY PAVING, Toledo, OH

- Dump Truck Driver/Laborer

NORTH AMERICAN VAN LINES, Ft. Wayne, IN

- Over-The-Road Driver

This resume example created by and for *Expert Résumé's for People Returning to Work*

Wendy S. Enelow and Louise M. Kursmark
2003 JIST Publishing Inc. Indianapolis, IN

ARTHUR F. ECK, JR.

639 Arcadia Street Rochester, NY 12239
387-458-3241

OBJECTIVE

BREAKFAST and LUNCH COOK

To assist a restaurant in attracting and retaining a strong customer base,
by applying a passion for the culinary arts and a strong work ethic.

PERSONAL PROFILE

- Experience working in a kitchen environment, filling orders and developing menu items.
- Ability to get the job done by employing critical thinking and problem resolution skills.
- Work well as a team player and independently with very little supervision.
- Received commendations for being dependable and hardworking.
- Bilingual, Spanish and English.

COOKING SKILLS

- ✓ Prepared a selection of entrees, vegetables, desserts, and refreshments.
- ✓ Cleaned the grill, food preparation surfaces, counters, and floors.
- ✓ Met high quality standards for food preparation, service, and safety.
- ✓ Trained and supervised workers.
- ✓ Maintained inventory logs and placed orders to replenish stocks of tableware, linens, paper, cleaning supplies, cooking utensils, food, and beverages.
- ✓ Received and checked the content of deliveries and evaluated the quality of meats, poultry, fish, vegetables, and baked goods.
- ✓ Oversaw food preparation and cooking.

RESTAURANT EXPERIENCE

Kitchen Worker – State of New York (Coxsackie Correctional Facility); Coxsackie, NY

Short Order Cook – Rockies Breakfast Bar; Rochester, NY

Prep Cook/Laborer – New World Diner; Rochester, NY

Lunch and Dinner Cook – Albany's Italian American Restaurant; Albany, NY

MILITARY SERVICE

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

Clothing - Interview and Career Clothing

The mission of Dress for Success is to empower women to achieve economic independence by providing a network of support, professional attire, and the development tools to help women thrive in work and in life.

<https://dressforsuccess.org/affiliate-list/>

Employment - Employment Services

We are dedicated to helping you find your next career! The National Urban League is a historic civil rights organization dedicated to elevating the standard of living in historically underserved urban communities. Founded in 1910, the National Urban League spearheads the effort of its local affiliates through the development of programs, public policy research and advocacy.

<http://www.nuljobsnetwork.com/>

Employment - Employment Services

DenUMs Employment Services Center provides supportive services for those seeking employment. All are welcome! Past job seekers have included people recently released from DOC, people experiencing homelessness, people returning to the workforce after a break and others who have experienced barriers to being employed.

The first step to becoming a client of DenUMs Employment Services is to attend an Employment Services Orientation which are held on Mondays and Wednesdays at 9:00am. Space is limited and offered on a first come, first served basis.

On Fridays we have a Resume Workshop at 9:00am. You must first attend the orientation session before attending the resume workshop.

Employment Services Include:

Resume Preparation

Career Assessment

Computer Access

Basic Computer Classes (Thursday 9:00am)

Internet Job Searches

Clothing Referrals

Writing Cover Letters

Telephones and Fax Machine Access

Copying and Printing Access

Voice Mail Boxes

Referrals for Other Assistance

Hygiene Products

Legal Counseling

Case Management

IDs and Birth Certificates

Den UM

1717 E Colfax Ave

Denver, CO 80218

(303) 355-4896

info@denum.org

<http://denum.org/need-help/employment-services/>

Employment - Job Training

1100 E. 18th Ave.

P.O. Box 300459

Denver, CO 80203

Phone: (303) 860-7200

Most Metro Caring services are by appointment only. Metro Caring will not accept walk-ins for food services. In this way, we can be certain that you receive the highest quality services our dedicated team can provide.

HOURS: Monday-Friday 9:30am- 3:00pm and

Education - Continuing Education

445 W 53rd Pl

Denver, CO 80216

303.997.0453

CCI provides youth and adults with the tools they need to build a successful future.

Colorado Construction Institute (CCI) is a non-profit organization providing hands-on construction training and professional development to bridge the middle-skills employment gap. Our innovative pre-apprentice programs serve unemployed and underemployed individuals, in-school and out-of-school youth, and adults who need skills in order to gain employment in a new industry.

<http://ccidenver.org/>

Employment - Employment Services

3401 Quebec Street, Suite 8100

Denver CO 80207

Phone: 303-534-1316

<http://www.selectstaffing.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 - Job Training

1630 E 14th Ave

Denver, CO 80218

303.813.0005

Our Employment Services Department administers two programs-

Permanent / long term employment

Turnabout Program: Reintegration and

employment services for former offenders

<http://www.sfcdenver.org/employment.html>

Employment - Job Training

8500 Pena Blvd

Denver, CO 80249

(303) 342-2590

Denver Workforce Services serves as a comprehensive employment and training resource for employers, jobseekers, TANF recipients, veterans, and youth throughout Denver. Having created a strong collaboration with contractors, we connect jobseekers with needed skills to secure sustainable employment, and we connect employers with a trained and ready workforce.

<https://www.denvergov.org/content/denvergov/en/denver-office-of-economic-development/jobs-empl-oyers.html>

Food - Food Pantry

Find a food bank near you! The Feeding America nationwide network of food banks secures and distributes more than 3 billion meals each year. Contact your local community food bank to find food.

Tuesday 6:00pm- 8:00pm

*Metro Caring is closed the first Wednesday of every month and most major holidays.

Job Training- Are you interested in employment in the food industry, but struggling to secure a job? Seeds for Success is a highly individualized job-training program which provides one-on-one attention, on-the-job training in our market and warehouse, a resume-writing class, and guidance in the job search process. Space is limited!
<http://www.metrocaring.org/help/programs.html>

Employment - Job Training

333 W. Bayaud Ave.
Denver, CO 80223
(303) 830-6885

Bayaud Enterprises has a unique, cost-effective model for people experiencing barriers to employment due to mental illness, criminal history, homelessness, or physical disabilities.
<http://www.bayaudenterprises.org/our-services/training-and-placement>

Food - Food Pantry

WhyHunger Hotline: 866-348-6479
Call, text or click on the link to their website to find food pantries, soup kitchens, summer meals sites, government nutrition programs and grassroots organizations.
<http://www.whyhunger.org/find-food>

Food - Food Pantry

10700 East 45th Street
Denver, CO 80239
303-371-9250
877-460-8504

We help families thrive by efficiently procuring and distributing food and essentials to the hungry through our programs and partner agencies
<http://www.foodbankrockies.org/>

Food - Food Pantry

1100 E. 18th Ave.
P.O. Box 300459
Denver, CO 80203
Phone: (303) 860-7200

Most Metro Caring services are by appointment only. Metro Caring will not accept walk-ins for food services. In this way, we can be certain that you receive the highest quality services our dedicated team can provide.

HOURS: Monday-Friday 9:30am- 3:00pm and
Tuesday 6:00pm- 8:00pm

*Metro Caring is closed the first Wednesday of every month and most major holidays.
<http://www.metrocaring.org/help/>

Food - Free Meals

303-297-1577
2323 Curtis Street
Denver, CO 80205
Catholic Worker Soup Kitchen prepares and serves a meal at 3:00 on Wednesday and Friday (no meal served the 3rd Wednesday of each month)
http://www.sfcdenver.org/day_services.html

Free - Free Stuff

Free stuff in your city. Please visit the website, look at the middle column once you're there, and

<http://www.feedingamerica.org/find-your-local-food-bank/>

Food - Food Pantry

Ample Harvest works to reduce food waste by connecting gardeners to their local food pantries so that excess garden bounty can be shared with those in need. Use the search tool to look for a local food pantry near you.
<https://ampleharvest.org/find-food/>

Food - Food Pantry

1717 E Colfax Ave
Denver, CO 80218
(303) 355-4896

The pantry is open during regular working hours on Monday, Tuesday and Thursday. DenUM has transitioned to a Choice Food Pantry, now rather than receiving a pre-packaged allocation of food you can have the opportunity to shop in the pantry and make choices about what food items you take home. We expanded our efforts to obtain low-sodium, low-sugar, whole grain options and fresh produce to promote nutrition and meet the cultural and health needs of those we serve.

The pantry is open during our regular working hours. Families can access the pantry 9 times a year with at least 30 days between visits. You need to bring an ID and a piece of mail addressed to you and sent to your current address with a postmark within the last 45 days.

<http://denum.org/need-help/choice-food-pantry/>

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/>

Free - Free Stuff

Buying, selling and free stuff website.
<https://offerup.com/explore/sck/co/denver/free/>

Health - Counseling Services

4045 Pecos Street
Denver, Colorado 80211
(303) 742-0828

Monday-Friday 8:30am-5pm

We offer COUNSELING AND MENTAL HEALTH services faithful to the Catholic church to help restore the FAMILY and parish communities. Regina Caeli's programs are focused on providing assistance to those in need or RELIGIOUS AFFILIATION.

<https://ccdenvr.org/reginacaeli/counseling-services/#.WJN-r1MrLcs>

Health - Free/Sliding Scale Clinic

5075 Lincoln St.
Denver 80216
303-458-5302

It is our Mission to provide culturally competent

under the FOR SALE header you will see a little link that says FREE. Follow that link and see all of the free stuff listed in your city! It is constantly being updated, so check back often.
<http://craigslist.org>

Free - Free Stuff

Freecycle is a grassroots and entirely nonprofit movement of people who are giving (and getting) stuff for free in their own towns and keeping good stuff out of landfills. By giving freely with no strings attached, members of The Freecycle Network help instill a sense of generosity of spirit as they strengthen local community ties and promote environmental sustainability and reuse. People from all walks of life have joined together to turn trash into treasure.
<https://groups.freecycle.org/group/DenverCO/posts/all>

Health - Counseling Services

3035 W. 25th Avenue
Denver, 80211
(303) 480-5130
Monday - Friday 1pm - 5pm
This program is intended for clients who have a need for counseling services but lack the resources for full-priced psychotherapy. Counseling by People House interns is on a sliding scale basis at a suggested cost of \$20 to \$40 per hour depending on ability to pay. We request that clients choose the appropriate fee based on income and life circumstances. Affordable Counseling Program for Adults, Couples, Children and Families. Our low cost counseling is a great opportunity for personal growth and with the fee being on a sliding scale it allows therapy for those who might not otherwise be able to afford it.

<http://peoplehouse.org/services/>

Health - Free/Sliding Scale Clinic

1776 S. Jackson St., Ste. 418
Denver, CO 80210
(303) 394-4204
Mondays, Wednesdays, and Fridays, from 9:30 to 6:00.
We are committed to treating each client as an individual, and to understanding and treating the cause of your problems (getting to the root) and not just masking your symptoms. We have found that many perplexing and persistent health issues have more than one cause, and that all factors must be addressed to achieve long-lasting, cost-effective treatment success. We adjust what we do to meet your needs. We've never found one approach good for everything, or even every case of headache, back pain, or depression. By choosing from and weaving together diverse treatment methods, we can give you the greatest opportunity for healing.

<http://confluencewellness.com/services/>

Health - Free/Sliding Scale Clinic with Dental

Lakewood Health Center
8500 W Colfax Ave
Lakewood, CO 80215

health care and preventive health services for the medically underserved. Clínica provides low-cost primary and preventive care at its clinic. All paid clinic providers and staff that deliver services directly to patients are completely bilingual, and all volunteer providers possess some level of Spanish fluency. In addition to general primary care services, patients have access to a number of high-quality, evidence-based programs to support their health and wellness, including: comprehensive prenatal care for expectant mothers HIV/AIDS managed care that is overseen by one of Colorado leading infectious specialists; and a comprehensive diabetes program that includes personal health coaching, healthy eating instruction and exercise.
<http://clinatepeyac.org/clinic-services/>

Health - Free/Sliding Scale Clinic with Dental

8990 N. Washington St.
Thornton, CO 80229
303.650.4460
Monday-Fri 8am-5pm
Comprehensive medical services
Minor surgical procedures
Behavioral health services
Nutrition services
Group visits
Case management services
Dental care for children and adults
Pharmacy outlet
<https://clinica.org/locations/thornton/>

Health - Free/Sliding Scale Clinic with Dental

2130 Stout Street
Denver, CO 80205
Phone: (303) 293-2220
Colorado Coalition for the Homeless
Pharmacy Refills Phone: 303-293-6516
Mental Health Triage Phone: 303-293-6512
Dental Clinic Phone: 303-312-9703
Eye Clinic Phone: , ext 1524
<https://www.coloradocoalition.org/healthcare>

Health - Homeless Healthcare

1630 E 14th Ave
Denver, CO 80218
303.813.0005
Our health clinic has expanded its services with a new collaboration between Stout Street Clinic and St. Francis Center. The Collaboration offers both doctors and nurses, greater drug prescription coverage, psychiatric services, and longer hours of service
http://www.sfcdenver.org/day_services.html

Health - Mental Health

The David Quarton Drop-In Center @ CHARG
920 Emerson St
Denver, CO 80218
303-830-2130
HOURS: Mon/Wed/Fri 10-5, T/TH 12-5, SAT 10-2
Open to anyone 18 years and older living with mental illness regardless of where they receive treatment. It is a warm & welcoming place where one can sit quietly and read, or socialize in a variety of groups, recreational outings, and seasonal celebrations. In addition to coffee and snacks, there is a food bank, the daily newspaper,

M-F 7:00am-5:30pm
Family Practice, Behavioral Health, Diabetes & Health Education, Homeless Peer Resources, Clinical Care Coordination, Outreach and Enrollment
<http://mcpn.org/services/>

Health - Homeless Healthcare

Stout Street Health Center
2130 Stout Street, Denver, CO 80205
(303) 293-2220

The Health Center introduces a unique model of integrated health care targeted to the needs of homeless patients. It fully incorporates patient-centered, trauma-informed medical and mental health care, substance treatment services, dental and vision care, social services and supportive housing to more fully address the spectrum of problems homeless adults and children bring to their medical providers.
http://www.coloradocoalition.org/what_we_do/healthcare.aspx

Health - Mental Health

1355 S. Colorado Blvd, C-100
Denver, CO 80222
(303) 756-9052

To find a therapist, call our Intake office: 303-756-9052 x127
Take our mental health screening. It is free, anonymous, and will give you a clearer idea of whether counseling could be helpful to you. We help individuals and families overcome obstacles, heal from emotional trauma and distress, and achieve personal growth and satisfaction in their lives. In addition to therapy for individuals and children, we offer marriage counseling, family therapy, addiction counseling, grief counseling, and stress management.

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

Health - Mental Health

Donald C. Ciancio Memorial Building
8989 Huron St.
Thornton, CO 80260
(303) 853-3500

Monday-Friday 8:00am to 3:00pm
We are dedicated to helping you reach your optimal self by providing you with the tools needed to reach total mind and body wellness. We do this by recognizing the interplay between mental and physical health and by providing services and programs
<https://www.communityreachcenter.org/services/services-overview/>

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>

a clothing bank, free internet & phone, and a low-cost lunch (\$1.25) on Tuesdays.
<http://www.charg.org/services/>

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

633 17th Street, Suite 700
Denver, CO 80202-3660
303-318-8822

Community Re-Entry provides unique programs and support services through an intensive 'case management model.' Multiple services are delivered and/or programs utilized to assist the offender's transition plan. Delivery of services and programs are incentive-based, and are part of the offenders' community supervision plan
<https://e-colorado.coworkforce.com/File.aspx?ID=24271>

Reentry Resource - Multiple Resources Available

1630 E 14th Ave
Denver, CO 80218
303.813.0005

St. Francis Center offers a wide range of services in its Day Program
Adjunct Services
Additional services are offered through a collaborative effort between members of the wider community and St. Francis Center to bring expanded health services, mental health services, veterans assistance and wholesome meals to the day facility on designated days during the week.
http://www.sfcdenver.org/day_services.html

Shelter - Habitat for Humanity

1500 W. 12th Ave.
Denver, 80204
(303) 534-2929
shelter for all
<https://www.habitatmetrodenver.org/>

Shelter - Homeless Shelter

1130 Park Ave. W.,
Denver, CO 80205
(303) 313-2443
Provides shelter, food, clothing, clinical services, support groups, and education to men, women, and families who are experiencing homelessness.

<https://www.denverrescuemission.org/location/lawrence-street-shelter>

Shelter - Homeless Shelter

1201 E 16th Ave
Denver, 80218
303-863-8368
Children and Youth
<http://www.providencenetwork.org/>

Reentry Resource - Multiple Resources Available

2222 West 32nd Ave.
Denver, CO 80211
303-477-3944

The 32nd Avenue Jubilee Center has been a welcoming presence in the Northwest Denver community since 2001 helping those who live in poverty and who are marginalized. The center accomplishes this through programs and services that target poverty, youth and their families, those in immigrant communities, the elderly, and those living with disabilities.

Geographic service boundaries in the Denver area are 52nd Avenue on the north, Colfax Avenue on the south, I-25 on the east, and Sheridan Boulevard on the west.

<http://www.jubilee32.org/>

Reentry Resource - Multiple Resources Available

Meals (breakfast, 4 course hot lunch and sack lunch)

Food boxes for families

Private showers

Laundry service

Phone service

Wireless internet access

Clothing

Mail and document safe keeping

Hygiene kits (i.e. travel shampoos, soaps, lotions, toothbrushes, and toothpastes)

Distribution of over-the-counter medication

Outreach Coordinator to work with guests on finding resources pertaining to shelter, employment, transportation, etc.

Weekly Outreach Worker from Denver Human Services to help with food stamps, disability, and housing eligibility

Weekly Medicaid Representative to assist guests with Medicaid signup and questions

Weekly VA Representative

Weekly Stout Street Mobile Medical Clinic to assist guests with basic medical needs and referrals

Weekly dental clinic

Weekly yoga classes

Weekly massage therapy

Monthly HIV/Hep C testing clinic

Monthly prosthetic clinic

Monthly physical therapy & wound clinic

NEW! Eye Clinic

<https://frwoodyshavenofhope.org/>

Shelter - Homeless Shelter

2222 Lawrence St
Denver, CO 80205
(303) 294-0157

With the support of our community, we create lasting change in the lives of homeless men, women and children in Denver. The Lawrence Street Community Center offers those experiencing homelessness in Denver a safe place to go during the day, away from the dangers of the street. Along with providing meals and access to clean drinking water, restrooms, shower facilities, and laundry facilities, the Community Center gives men, women and families experiencing homelessness an opportunity to learn how to participate in our long-term New Life Program and

Shelter - Homeless Shelter

1535 High Street
Denver, CO 80218
(303) 321-4198

Facility that provides a daytime drop-in center for women, their children, and transgender individuals experiencing homelessness and poverty.

<http://tgpdenver.org/>

Shelter - Housing Authority

TTY# 720.932.3110

Denver Housing Authority provides decent and safe rental housing for families and individuals.

We offer a variety of housing opportunities.

<http://www.denverhousing.org/AFFORDABLEHOUSING/Pages/default.aspx>

Shelter - Supportive Housing

2301 Lawrence St.
Denver, CO 80205
303-294-0241

Samaritan House is a ministry operated by Catholic Charities. Since 1986, we have helped people secure sufficient food and clothing, the ability to earn a living wage and affordable housing.

<https://samhousedenver.org/>

Shelter - Transitional Housing

1680 Sherman St
Denver, CO 80203
303-831-4910

New Genesis provides housing, food and social services to men, women and their families striving to become self-sufficient. Our blueprint for achieving this includes sobriety, stable employment and savings. New Genesis requires residents to work, pay program fees, participate in the upkeep of the facilities, strive for financial independence, contribute to the communities and neighborhoods they live and remain drug and alcohol free. This proves to be highly effective in ultimately breaking the cycle of homelessness. Sobriety, employment, and financial savings are the three main objectives during their stay. Successful graduates re-enter the community with newfound social skills, increased employment opportunities, and an appetite for independent living.

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

Shelter - Transitional Housing

1479 FILLMORE STREET
DENVER, CO 80206
PHONE: (303) 321-1718

Shelter - Transitional Housing

Chaya House (pronounced Kaya)
located in Denver

303-830-2201 / M-F 7am-5pm

Provides a two-year transitional housing program for women coming out of crisis situation or homelessness and looking for stability.

Christ-centered supportive environment. Call for application process and address.

<http://providencenetwork.org/>

Transportation - Public Transportation

1600 Blake Street

STAR Transitional Program.
<https://denverrescuemission.org/who-we-are/locations/lawrence-street-community-center/>

Denver, CO 80202
Customer Support
303.299.6000
(tdd) 303.299.6089
<http://www.rtd-denver.com/>

Shelter - Homeless Shelter

1555 Race St
Denver, CO 80206
Phone: (303) 832-3354
HOPE is a drop-in day shelter in Denver, Colorado that provides a safe, welcoming space for people who are experiencing homelessness and are living with HIV. HOPE seeks to create a place where community is fostered, there is space to grow, and health is a priority. Clients can access a number of important services at HOPE: fresh and nutritious meals thanks to a partnership with Project Angel Heart, medication assistance, connection with case management, and clients are welcome to use a locker to store personal belongings (limited space is available). Additionally, free laundry services can be used once a week and clients can have access to a phone and computer. HOPE is located in Denver's Capitol Hill neighborhood and is open Monday through Friday 8am - 3pm. Clients will be permitted to stay up to an hour per day. Laundry service will also resume at this time.
<https://coloradohealthnetwork.org/hope/>

Shelter - Homeless Shelter

2323 Curtis St.
Denver, CO 80205
303-297-1576
St. Francis Center is a refuge for men and women who are homeless in the metro Denver area, providing shelter along with services that enable people to meet their basic needs for daily survival and to transition out of homelessness. St. Francis Center Housing Program provides permanent housing and case management for participants who are ready to move to a more structured environment.
<http://www.sfcdenver.org/housing.html>

Shelter - Homeless Shelter

2111 Champa Street
Denver, CO 80205
Phone: (303) 293-2217
The Coalition has programs that can help you find housing. The Coalition offers many kinds of health services for you, your partner, and children. We believe in providing health care that is compassionate, kind, and supportive. The Coalition can help with lots of other areas for you and your family as you work to attain permanent housing including employment services, childcare, substance use recovery, and more.
<https://www.coloradocoalition.org/family-support-services>

Shelter - Low Income Housing

1999 Broadway
Suite 1000
Denver, Colorado 80202
Phone 303-830-3300
Fax: 303-830-3301
<https://www.mercyhousing.org/Page.aspx?pid=183>

Shelter - Supportive Housing

Step Denver

2029 Larimer Street Denver CO 80205
303-295-7837 / M-Th: 8am-noon
Residential 12-step addictions recovery program
for men. Offers sobriety programs, employment
training and placement, life skills classes, and
voluntary spiritual program. Must pass UA and BA
testing and be committed to being sober. Same
day intake. Can't take anyone convicted of violent
offense or sex offense. No open court cases or
active warrants.
<https://stepdenver.org/>

Shelter - Transitional Housing

2765 SOUTH FEDERAL BLVD.
DENVER, CO 80236
PHONE: (303) 936-2035

Shelter - Transitional Housing

Charity's House Ministries
3022 Welton Street, Denver CO 80205
303-291-0275 / M-F: 9:30am - 5pm
For homeless men leaving prison or jail. Offers 16
beds close to downtown Denver in either shared
houses or apartments. Must be willing to follow
rules, work with case manager, and accept random
drug testing. Faith-based. Requires that you fill out
an application you can download from website or
drop by their office. Rents are up to \$100 a week,
depending upon income. People aren't turned
away if they're broke. Can't accept anyone
convicted of a violent crime or sex offense.
Charity's House Ministries has a long history of
helping people who are coming out of prison or
jail.
<http://www.agapechristianchurch.org/charity-s-house.html>

Shelter - Transitional Housing

2301 Lawrence St.
Denver, CO 80205
303-294-0241
Women's Dorm with 48 beds
21 Family Rooms, for up to 75 children
Overflow space for 200
Individualized plans and treatment programs
An employment center with computers and
internet
Faith-based classes
Individual and family counseling (in coordination
with our Regina Caeli Clinical Counseling)
Parent-child connection groups
Tutoring
School enrollment assistance
On-site health care clinic
Assistance securing benefits
Dental assistance onsite for those who qualify,
once a month
Legal aid
Transportation assistance on a limited basis for
those seeking work
<https://samhousedenver.org/>

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.

Sample Interview Questions

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

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

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

Possible Interview Questions: About the Job and the Company

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

Possible Interview Questions: About You

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

Possible Interview Questions: Your Work History

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

Possible Interview Questions: Incarceration

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

Illegal questions:

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

Legal alternatives:

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

Related to Your Criminal Record

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

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

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

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

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

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

From the National Reentry Resource Center:

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

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

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

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

Race/Religion

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

Interview Questions for You to Ask

In an interview both you and the employer are finding out about each other. Asking these questions will show general interest in the business, and the team you are applying to work with. These questions show you care about the position and how you might fit. Asking questions will also help you understand if you think the environment is suitable for you.

Please tell me important information I should consider about working with this company:

- On average, how long do people keep the position for which I am applying?
- What strengths and skills do you think I should have to best fill this position?
- What employee qualities are encouraged here?
- Is this a friendly environment or are people pretty serious?
- Would you tell me about the challenges I might find working here?
- Which companies, products or services are our competitors?
- Is there an opportunity for promotion from this position?
- How often will I be evaluated?
- What are the businesses strengths? What aspects need improvement?
- What will be expected of me in the first 3 months? 6 months? Year?
- Are we encouraged to participate in things outside of work, like a softball league?
- In what ways does the company recognize and honor work that has been done?
- Will I have an employment agreement?
- Will I work with alone or with a group?
- Who will I report to? What kind of person are they?
- Are we anticipating any major changes in the workplace?
- How many applicants do you have for this position?
- What training do you provide?
- Does the company provide or support higher education or advanced training for employees?
- Is there anything else I can provide you to help you make a decision?
- How soon can I expect to hear from you?

Not all of these questions would apply to any one position. These questions are just examples to either pick from or open your mind to asking questions that will help you make sure the job is acceptable for you!

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* ***