

Unit Six

Finding a Job

UNIT SIX: FINDING A JOB

Suggestions for the Instructor

Pg. 6-9 - 6-14 – Article: “Going from Jail to Full-time Work”

Ask students to read aloud the Tallahassee Democrat article “Going from Jail to Fulltime Work.” www.tallahassee.com/article/20120729/BUSINESS/307290024/Going-from-jail-fulltime-work

Ask students to discuss their thoughts and feelings about Tim Posey’s experience; ask them to examine how they think his experiences are similar or different from their own, and if some of the lessons Posey learned might be useful to them in their reentry process. Use the questions to guide the discussion, then follow up by asking students to write an essay in response to this evidence-based writing prompt.

You may choose to guide the evidence-based writing practice using these tools:

- Introduce the “Read like a Detective” plan sheet to help students gather evidence from the article to support your answer.
- Have students use the “Write like a Reporter” plan sheet to outline key points to use in the introduction, body and conclusion of their essays.
- Share the RLA / Social Studies Extended Response Scoring Rubric so students can see how their answers will be evaluated on the GED test. Use it to guide your evaluation of the students’ essays, and have them rewrite them if necessary.

ANSWERS:

1. Why was Tim Posey incarcerated?

He spent 62 days in the Leon County Jail for a felony involving drugs, alcohol and theft.

2. What does Posey mean when he says, “I had demons controlling me”?

He struggled with alcohol addiction.

3. What were some of the emotional and physical consequences of Posey’s incarceration?

- **He was depressed.**
- **He was angry at others.**
- **He was angry at himself.**
- **He was frustrated.**
- **He was bitter.**
- **He wasn’t taking responsibility.**
- **He was blaming everyone else.**
- **He was going through withdrawal.**

4. What does he say was the “silver lining” to his time in jail?

He got help with his alcohol addiction.

(continued)

5. How would you describe Posey's attitude and beliefs about his relationship to his children?
 - **He is trying to mend his relationships with them.**
 - **He thinks it takes a higher power to get through problems.**
 - **He thinks it's important that they spend time together.**
 - **He thinks it's important that they realize that people make mistakes and that he's trying to mend his mistakes.**
6. Posey went through some ups and downs as he looked for work after he was released. What were the breaks he got and the disappointments he faced during his job search process?
 - **He got a job in the office helping to run a friend's landscaping business soon after he was released. They gave him a chance.**
 - **He was laid off because the economy hurt landscaping businesses.**
 - **He got a job as office manager for Northland manufacturing.**
7. How would you describe Posey's approach to finding work?
 - **He searched on-line for vacancies.**
 - **He took advantage of Workforce Plus's career services.**
 - **He searched "night and day."**
 - **He took advantage of career workshops, computer skills classes and networking workshops.**
8. What advice and encouragement does Posey offer job seekers?
 - **Seek out resources that can help you.**
 - **Go to the Federal Bonding class at Workforce Plus (now CareerSource.)**
 - **Work with people who can help steer you in the right direction.**
 - **Use the resources at Workforce Plus(now CareerSource.)**
9. Have you had any experiences -- positive or negative -- similar to those of Posey? **Answers will vary. Encourage students to draw on their own positive and negative experiences and compare them to those of Posey.**
10. What parts of Posey's experience or what advice that he gives could be useful to you in your job search after you are released?

Answers will vary. Encourage students to relate Posey's advice to their own job search. They may refer back to the Release Plan in Unit One and adapt it by adding resources or action steps that they learned about in the article.

Pg. 6-15 - 6-16 -- Assess Yourself: How Job-Ready Are You?

Ask students to take time to reflect on the questions about their job-readiness. Ask them to check "yes" in answer to those questions that they feel they have mastered and do not need help with. They should check "no" if they need assistance, support or instruction to help them become job ready in these areas.

Pg. 6-17 -- How to Find Work

Before distributing the handout, ask students to brainstorm in small groups how to find work. Ask them to list the strategies they have used or heard about for finding out where good jobs are that they might be interested in. Ask them to share their lists with the class and write the collective brainstorm on the board. Then distribute the handout and read it, reinforcing and adding to many of the students’ suggestions.

Pg. 6-18 -- Websites to Help with Your Job Search

Ask students to brainstorm sites they have used to search for jobs. Some students will be familiar with this method of looking for work; others may have very limited computer experience. If possible, ask students to help each other search the internet for websites that advertise jobs. If it is not possible to give students internet access, demonstrate with a computer and a projector how to sign up for an email address and how to search job search websites.

Pg. 6-19 -- Finding the Right Job for You

The failure to find steady employment and difficulty securing affordable housing are two key reasons why so many people who have been in jail or prison don’t make it on the outside. Many people with felonies return to old habits to support themselves – even those which got them into trouble in the first place. Studies show that as many as two-thirds of offenders return to jail or prison after three years. This worksheet is designed to facilitate discussion about the many obstacles to employment faced by people with felonies after they have served time. After reviewing these with the students, ask them to write, and then share, their answers to the following questions:

- Do you think any of these obstacles may be a factor for you when you begin your job search?
- Are any of these obstacles you have control over?
- Are any of these roadblocks you cannot control?

Pg. 6-20 – 6-23 -- The Best Jobs for People with Felonies

According to research, some career clusters offer better opportunities for people with felonies than others. Read the lists aloud and discuss with students who have criminal histories whether they have found this to be true. Discuss:

- Have you worked in any of these areas?
- Do any of the jobs below interest you?
- Why do you think these jobs might be well suited to people with felonies?

Pg. 6-24 – 6-28 -- Using the Phone to Look for Work

Discuss with students the best way to use the phone to look for work. Read the suggestions (“Remember to”) with the students, and tell them you will be asking them to remember these steps after acting out the scenarios on the handout. Ask for volunteers to act out the five scenes. After each, ask what the caller did well in using the phone to look for work and what he or she could have done better.

Pg. 6-29 – 6-30 -- Using Help Wanted Ads to Find Work

Ask students to read and decode the abbreviations used in want ads, then read the classified help wanted ads on the handout. Ask students to work with partners to practice making phone calls to find out more about the job and how to apply. Ask volunteers to share their practice calls with the class. Discuss what they did well and how the practice calls could have been better.

Pg. 6-31 -- Sample Resume

Review the sample resume with students, asking:

- What did the applicant include and why did he include it?
- Have you written resumes before?
- What is the value of having a completed, up-to-date resume?

Pg. 6-32 -- Draft Resume

If students have access to computers, have them compose resumes using the **Draft Resume** as a guide. If not, have them fill out the handout so they can type it when they have computer access. Tell them they can also use the information to help them complete job applications. If students have access to **CHOICES**, they can create resumes on-line following the step-by-step **Resume Builder** as a guide.

Pg. 6-33 – 6-35 -- Writing a Letter of Explanation

Read this handout aloud with students in order to inform them of the importance of writing letters of explanation. Tell them that writing a letter of explanation gives them a chance to explain their situation in their own words.

Tell students that while it used to be advised that people with criminal records check “yes” next to the box on the application that asked, “Have you been convicted of a crime?” and then write “will explain in interview” on the lines below, current thinking suggests that because employers get so many applications, they are likely to set those

aside that indicate the applicant has a criminal record. But it is very important that applicants don't lie. Advise students that employers will research backgrounds of applicants and can immediately discharge applicants for lying. Tell students that, instead, they should make their applications stand out by checking "yes," and then writing "Please see attached letter of explanation" on the lines below. This same letter of explanation should be attached to a résumé if the job does not request an application.

Review the Federal Bonding Program and the Work Opportunity Tax Credit (WOTC) with the class. It is strongly recommended that instructors invite experts from CareerSource to explain in detail the Federal Bonding Program and the WOTC so that students are prepared to explain them to potential employers.

Ask students to use the **Sample Letter of Explanation** to guide the writing of their own letter; have them fill in the blanks with their own information. Ask volunteers to share their letters with the class. Discuss:

- How does this feel different from writing your criminal history on the application?
- Why would this approach be better than lying?
- How might an employer respond to a letter like this?
- Do you think a letter like this could improve an ex-offender's chances of getting a job? Why or why not?

Pg. 6-36 - 6-37 -- What's Wrong with This Application?

Tell students that the appearance and completeness of a job application is VERY IMPORTANT and may be the applicant's only opportunity to make a first impression. Tell students that all the mistakes made in the handout **What's Wrong with this Application?** are common mistakes. Tell them that these kinds of mistakes make it appear to the employer that the applicant hasn't taken the time to find out information, follow instructions or complete the application carefully. Ask students to work in pairs to review the sample application.

Discuss aloud all the mistakes made by the applicant, including:

- cross outs / messy / words misspelled
- punctuation and capitalization mistakes
- no social security number - don't leave this blank or write a question mark; tell students they can use xxx-xx-1234 (just the last four digits of their SSN)xx- □
no street address / city and state in the wrong place / no zip code
- no specific position listed
- don't write age if over 18 years old
- write salary requirements per hour or per week
- don't write "I don't know" - find out (*continued*)
- don't write long explanations

- don't say you can work "anytime" unless you mean it
- be willing to comply with drug testing or you won't get hired
- need complete school information
- need exact dates of previous jobs
- need to list jobs in order from most recent job first
- need exact job title
- need specific job duties
- need address of business and name and phone number of supervisor
- need reason for leaving jobs that won't make employer cautious: "left to find a job with better hours; left to go to school; got laid off because of downsizing"
- need three professional references and phone numbers
- need three personal references and phone numbers
- need explanation of felony or "please see attached letter of explanation"
- no signature / no date

Pg. 6-38 – 6-39 -- Model Application

Ask students to carefully complete the model applications. Review the applications with students after they are done; highlight any mistakes they made or places where they need to find information. Ask them to re-do the applications until they are complete and without errors. Have students keep copies of completed applications to use as a reference when applying for jobs.

Pg. 6-40 -- Job Search Notes

Share this handout with students and encourage them to use it during their job search. Discuss with them the benefits of having an organized system for recording information about their job search, including:

- to keep track of what employers say
- to review it regularly to check whom to call back, when and where to fill out applications, etc.
- to avoid calling the same employer twice

Pg. 6-41 -- Job Search Plan

Ask students to review all of the information they have learned in this unit by writing a Job Search Plan. What can they do to immediately begin looking for work? What will they do next? Ask them to share their job search plans with a partner, and then ask volunteers to share with the class. Ask them to rewrite their plans, if necessary, to add any steps they may have left out.

Unit Six

Finding

a

Job

Student Activities

Going from jail to full-time work

Tallahassee Democrat, July 29, 2012

Tim Posey is a different man today than he was 10 years ago. The son of a Baptist preacher, he's no stranger to the major roles family, friends and faith play in life. So it's easy to understand why Posey, reminiscing, doesn't recognize the younger self he describes.



"I spent 62 days in the Leon County Jail," Posey said, "for a felony with drugs, alcohol and theft. I wasn't thinking clearly. I wasn't myself. I had demons controlling me."

Those demons came mainly in the form of alcohol, as Posey struggled with an alcohol addiction after he went through a painful divorce.

"I was full-fledged struggling off and on with alcoholism over five years," Posey said. "Then I had a felony, which hurt my record going forward. Doing accounting, dealing with the public -- there were things that limited me. It was a huge barrier I had to overcome."

He was depressed, angry, frustrated, bitter. "I was them all. I was mad at myself, mad at everyone. I wasn't taking responsibility, I was blaming everyone else," Posey admitted. His physical state was struggling equally. "I was going through major withdrawal. Being locked up will sober you real quick."

Posey found the silver lining to his time spent in jail: help with his addiction. "They want to help you with your addiction -- not only to save yourself, but because it is mandatory," Posey said. "And I wanted the help."

Posey went on probation and completed a 12-step program. While his return to society helped him recover from alcoholism, there were still other wounds that needed to heal. His two children were 11 and 9 when he was sentenced.

"They went through a lot," Posey said. "As they get older, I'm still trying to mend relationships. It takes a higher power to get us through a lot of stuff. My son plays baseball here in the city league, so me and him just spent the evening together. I think he realizes more and more that people make mistakes and I'm trying to mend what we didn't have years ago."

Overcoming an obstacle such as a felony is possible with hard work and a determination to regain trust. Posey was offered a second chance and took it.

Image from Creative Commons <https://www.maxpixel.net/Hand-Business-Hands-Shaking-Silhouette-Partners-3186564>

Going from jail to full-time work, cont.

He was not out of work long once he was released on probation. "I had a friend who started a landscaping company and he said 'I know you need work. Why don't you come work for me?' They put me in the office to run their business," Posey said. "They knew what I was, but they gave me a chance."

At a church he was attending, Posey met a woman named Melissa. The two eventually began a relationship and married that year.

"We had actually lived in the same neighborhood for many years, but it wasn't until I started faithfully attending a church across town that I met Melissa," Posey said. "God used that time to give me a new life."

The newlyweds' relationship was tested when Posey was laid off from his landscaping job last June. "The economy hurt landscaping businesses. A lot of people try to save money by doing their lawns themselves, so they had to start letting people go." Posey was one of the first employees to lose his position.

Getting laid off was an unwelcome experience. "When you first lose your job, you get the rug pulled out from under you," Posey explained. "I didn't feel like getting out of bed."

After searching online for vacancies somewhat unsuccessfully, Posey heard about Workforce Plus career services (now **CareerSource**.) "I was real impressed with the people that I started meeting," Posey said. "My job search was night and day. It just opened my eyes to different avenues I never thought of before."

Taking advantage of every career workshop, computer skills class and networking event possible, Posey soon found himself equipped with the career knowledge he needed to succeed. He now serves as the officer manager for Northland Manufacturing. For job seekers with challenges in their lives, Tim Posey offers encouragement. "Do seek out resources that can help you. I went to a class called Federal Bonding, which was for people with red flags in their background," Posey said. "People can help steer you in the right direction if they know what you need."

For job seekers looking for resources, Workforce Plus comes to Posey's mind. "The best part of Workforce Plus is the people," Posey said. "The people are what make the place. They actually care."

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“Going from Jail to Full-time Work,” cont.

DISCUSSION QUESTIONS

Read aloud the Tallahassee Democrat article “Going from Jail to Full-time Work.” After reading, discuss your thoughts and feelings about Tim Posey’s experience. How are his experiences similar or different from your own?

1. Why was Tim Posey incarcerated?
2. What does Posey mean when he says, “I had demons controlling me”?
3. What were some of the emotional and physical consequences of Posey’s incarceration?
4. What does he say was the “silver lining” to his time in jail?
5. How would you describe Posey’s attitude about his relationship to his children?
6. Posey went through some ups and downs as he looked for work after he was released. What were the breaks he got and the disappointments he faced during his job search process?
7. How would you describe Posey’s approach to finding work?
8. What advice and encouragement does Posey offer job seekers?
9. Have you had any experiences -- positive or negative -- similar to those of Posey?

What parts of Posey’s experience or what advice that he gives could be useful to you in your job search after you are released?

Read like a Detective: “Going from Jail to Full-time Work”

EVIDENCE-BASED WRITING PRACTICE

Prompt

In the article “Going from Jail to Full-time Work,” we read that Tim Posey is successful in his attempt to start over after his release from jail. Based on the information in the articles, describe why he was successful in making the transition from jail to work. Use evidence from the article to support your answer. Type your answer in the box.

Unpack the prompt:

Do.....	What.....

1. Find evidence: *(Circle what the prompt is directing you to do)*

Argue for / against	Compare / contrast	Identify Cause / effect
Identify Problem / solution		
Evidence:	Evidence:	
Evidence:	Evidence:	
Evidence:	Evidence:	

2. Evaluate the evidence to determine which is stronger and best supports your argument.

3. Now “Write like a Reporter: “Going from Jail to Full-time Work”

Introduction

Based on your evaluation of the evidence, restate the question as a main idea (thesis) statement to set the stage for answering the prompt.

Body

Argue for / against

Compare / contrast
Cause / effect

Problem / solution

Answer the question.

Provide supporting evidence, details and examples from the text.

Conclusion

Restate your position based on the strength of the evidence.

Remember to edit and revise!

EVIDENCE-BASED WRITING PRACTICE “Going from Jail to Full-time Work,” cont.

**RLA / Social Studies Extended Response Scoring Rubric
(Simplified)**

Trait 1: Creation of Arguments and Use of Evidence

Score	Description
2	<ul style="list-style-type: none">generates a text-based argument that demonstrates a clear understanding of the text (s) and the historical contexts from which they are drawncites relevant and specific evidence to support an argumentis well connected to both the prompt and the source text
1	<ul style="list-style-type: none">generates an argument that demonstrates an understanding of the text (s) and the historical contexts from which they are drawncites some evidence to support an argumentis connected to both the prompt and the source text
0	<ul style="list-style-type: none">attempts to create an argument but demonstrates minimal or no understanding of the text(s)cites minimal or no evidence or may not demonstrate an attempt to make an argumentlacks connection either to the prompt or the source text

Trait 2: Development of Ideas and Organizational Structure

Score	Description
1	<ul style="list-style-type: none">contains a sensible progression of ideascontains ideas that are developed and generally logicaldemonstrates appropriate awareness of the task
0	<ul style="list-style-type: none">contains an unclear or no apparent progression of ideascontains ideas that are insufficiently developed or are illogicaldemonstrates no awareness of the task

Trait 3: Clarity and Command of Standard English Conventions

Score	Description
1	<ul style="list-style-type: none">demonstrates adequate use of Standard English Conventionsdemonstrates largely correct sentence structure with sentence varietymay contain some errors in mechanics and conventions, but they do not interfere with understanding
0	<ul style="list-style-type: none">demonstrates minimal control of basic use of Standard English Conventionsdemonstrates consistently flawed sentence structurecontains severe or frequent errors in mechanics and conventions that interfere with understanding

Assess Yourself: How Job-ready Are You?

Take time to reflect on the following questions. Check "yes" in answer to those questions that you feel you have mastered and do not need help with. Check "no" if you need assistance, support or instruction to help you become job ready in these areas.

<i>yes</i>	<i>no</i>	<i>Ask yourself:</i>
		Do you have a strategy for looking for work?
		Do you know where to look for available jobs?
		Do you know what you will do if you cannot find work right away?
		Do you know how to get information about jobs over the phone?
		Do you know how to sell yourself positively when looking for a job?
		Do you have all the information you need to fill out a job application?
		Do you have a resume?
		If you are interested in starting your own business, do you know how?
		Do you know how to dress for an interview?
		Do you know which jobs are best suited for people with felonies?
		Do you know what to say when a potential employer asks about your incarceration?
		Can you tell employers why they should hire you in spite of your incarceration?
		Can you list your skills and talents?
		Do you know how to make calls to look for jobs?
		Do you have names and phone numbers of past employers who can be good references?

		Do you know what to do if you have a job but your transportation falls through?
		Do you know what to do if you have a job and you get sick?
		Do you know what to do if you will be late for the job?
		Do you have good phone skills?
		Are you polite?
		Do you feel you are a trustworthy employee?
		Do you feel you would be an asset to a company?
		Do you have the skills to get along with co-workers?
		Do you have the skills to get along with a boss?
		Are you a reliable employee?
		Are you a safe and responsible employee?
		Can people trust you?
		Do you feel you usually know the difference between right and wrong?
		Do you feel you understand why you were incarcerated?
		Do you know what you could have done differently to avoid committing a crime?
		Do you have a strategy for avoiding people or situations that will get you into trouble?
		Do you have a strategy for preventing a return to criminal behavior and jail?

How to Find Work

- Make a list of the types of jobs you're qualified for and interested in.
- Have a copy of your updated resume ready to give to possible employers or to use when filling out applications.
- Go door-to-door in areas of high employment to introduce yourself, fill out applications and drop off resumes.
- Regularly search job search websites.
- Check the Yellow Pages for companies doing work you're qualified for.
- Check newspaper want ads for job openings.
- Network. Ask family, friends and co-workers about job openings.
- Call potential employers:
 - introduce yourself
 - ask if they are hiring and if you can bring in your resume or fill out an application.
- Be prepared. Always have these ready:
 - an email address
 - a phone number
 - a resume
 - a transportation plan and bus fare
 - documents
 - job search clothes and interview clothes
- Keep a job search notebook. Keep a record of contacts you've made. Include:
 - date of contact
 - name of company and contact person
 - phone number and address
 - how and when to follow up
- Always follow up! Call back! Introduce yourself in person.

WEBSITES to Help with Your Job Search

Create an email address:

www.yahoo.com

www.gmail.com

www.hotmail.com

Search for jobs:

www.careersourceflorida.com

www.floridajobs.org

www.goodwill.org

www.myflorida.com

www.hotjobs.com

www.monster.com

www.employflorida.com www.snagajob.com

Craigslist

For people with felonies:

National Re-entry Resource Center:

www.nationalreentryresourcecenter.org

Finding the Right Job for YOU

The failure to find steady employment and affordable housing are two key reasons why so many people who have been in jail or prison don't make it on the outside. Many people with felonies return to old habits to support themselves – even those which got them into trouble in the first place. *Studies show that as many as two-thirds of offenders return to jail or prison after three years.*

People with felonies face many obstacles to employment after they have served time. Obstacles may include:

- Lack of jobs and high unemployment in the economy
- Employers' reluctance to hire people with felonies
- Legal prohibitions against working in certain occupations
- Lack of basic literacy skills
- Little work experience or job skills
- Lack of awareness of job opportunities
- Lack of job search skills and interview skills
- Lack of awareness of education and training opportunities
- Uncertainty about interests, skills and talents
- Attitudes and mindsets

Do you think any of these obstacles may be a factor for you when you begin your job search? Are any of these obstacles you have control over? Are any of these roadblocks you cannot control?

Finding the right job may be your ticket to success. In order to be successful in re-entry, you need to be **tough, disciplined and smart** about how to make it on the outside. You need knowledge about how to find a rewarding job, how to secure decent housing, and how to find a solid support system. You need to make a plan to find a job that fits your interests and skills. If you don't have many skills, you'll need to do entry level work while you get more education, training and job experience.

THE BEST JOBS FOR PEOPLE WITH FELONIES*

According to research, the following career clusters may offer opportunities for people with felonies. Have you worked in any of these areas? Do any of the jobs below interest you? Why do you think these jobs might be well suited to people with felonies?

CONSTRUCTION TRADES

- Brick masons, block masons, stone masons
- Carpenters
- Carpet, floor, tile installers and finishers
- Construction and building inspectors
- Construction equipment operators
- Construction laborers
- Drywall installers, ceiling tile installers, and tapers
- Electricians
- Elevator installers and repairers
- Glaziers
- Hazardous materials removal workers
- Insulation workers
- Painters and paperhangers
- Pipe layers, plumbers, pipefitters and steamfitters
- Plasterers and stucco masons
- Roofers
- Sheet metal workers
- Structuring and reinforcing iron and metal workers

INSTALLATION, MAINTENANCE AND REPAIR

- Automotive body repair
- Automotive service technicians and mechanics
- Electrical and phone line installers and repairers
- Coin, vending and amusement machine service and repair

- Heating, ventilation, air-conditioning and refrigeration mechanics and installers
- Home appliance repairers
- Maintenance and repair workers
- Small engine mechanics

ENGINEERING AND TECHNOLOGY

- Drafters
- Engineering technicians
- Electrical and electronics installers and repairers
- Laser technicians
- Marine service technicians
- Science technicians

PRODUCTION

- Computer-control programmers and operators
- Food-processing operators
- Machinists
- Painters
- Tool and die makers
- Welding, soldering and brazing workers

TRANSPORTATION AND MATERIAL MOVING

- Bus drivers
- Cargo and freight agents
- Material moving operators
- Taxi drivers and chauffeurs
- Truck drivers

TRAVEL AND HOSPITALITY

- Air traffic controllers
- Aircraft and aviation mechanics and service technicians
- Chefs, cooks and food preparation workers
- Cruise line workers
- Flight attendants
- Food and beverage service workers
- Hotel, motel and resort desk clerks
- Restaurant and food service managers

COMPUTER AND INTERNET

- Computer service technicians
- Computer control programmers and operators
- Computer support specialists and systems administrators
- Web developers / designers

HEALTH AND MEDICAL CARE

Health care services receiving Medicare payments are prohibited from hiring people with felonies convicted of certain crimes. It is important that you research the health care occupation you are interested in to see what federal and state restrictions apply to your felony convictions before getting extensive education and training.

- Medical assistants
- Dental assistants
- Medical records and health information technicians
- Occupational therapists, assistants and aides
- Personal and home health care aides
- Physical therapists, assistant and aides
- Physicians' assistants
- Registered nurses
- Respiratory therapists
- Veterinary technologists and technicians
- Sales agents and advertising sales agents
- Insurance sales agents
- Real estate brokers and sales agents
- Retail salespersons
- Sales representatives, wholesale and manufacturing
- Travel agents

SPORTS AND ENTERTAINMENT

- Actors
- Athletes, coaches, umpires and related workers
- Artists and designers
- Broadcast and sound engineering technicians and radio operators
- Gaming services
- Musicians, singers and related workers
- Public relations specialists
- Recreation and fitness workers
- Television, video and motion picture camera operators and editors

OFFICE & ADMINISTRATIVE SUPPORT JOBS

- Bill and account collectors
- Bookkeeping, accounting and auditing clerks
- Customer service representatives
- Dispatcher
- File clerks
- Order clerks
- Secretaries & administrative assistants
- Shipping, receiving and traffic clerks
- Stock clerks and order fillers
- Weighers, measurers, checkers

SELF-EMPLOYMENT / OWNING A BUSINESS

Starting and managing a business is a challenging undertaking. It takes planning and research, talent and motivation, as well as lots of hard work. To be successful, you will need to explore and evaluate your business and personal goals, and then build a business plan that will guide you toward the realization of these goals.

Strategies and steps:

www.how-to-start-a-business-guide.com

Small Business Administration:

www.sba.gov/smallbusinessplanner/index.html

www.sba.gov/content/follow-these-steps-starting-business

Information on Employer Identification Numbers (EIN):

www.irs.gov

Small Business Development Center at Florida A & M University:

www.sbdcfamu.org

850-599-3407

** Adapted from Krannich, Ph.D., Ron, Best Jobs for Ex-Offenders, Impact Publishers, Manassas Park, VA 2009*

Using the Phone to Look for Work



Remember to:

- ⇒ Introduce yourself.
- ⇒ Explain your reason for calling.
- ⇒ Ask for the manager.
- ⇒ Ask if there is a job opening.
- ⇒ Ask how to apply: when and where.
- ⇒ Ask if you can call back.
- ⇒ Speak clearly.
- ⇒ Listen carefully and take notes.
- ⇒ Ask follow up questions, if necessary.
- ⇒ Say thank you.

Act out the following scenes. How well did these people use the phone to look for work?

1

Pat Smith: Hello. Taco Bell Capital Circle.

Chris Parker: Hey, listen up. Y'all hiring?

Pat Smith: Who's calling?

Chris Parker: Hey, yeah, right, this is Chris. Y'all have a job for me?

(Laughs.) Pat Smith: Um, no, I don't think so. Have you worked before?

Chris Parker: Naw, man, but I need a J.O.B. *quick!!!*

Pat Smith: Well, good luck with that! (*Hangs up.*)

2

Terry Smith: Good morning. Roberts' Concrete Company. How can I help you?

Bobby Jones: Uh, er... I want to talk to the lady - I mean the guy, I mean....

Terry Smith: Who would you like to speak with, sir?

Bobby Jones: Well, I'm not exactly sure...

Terry Smith: Excuse me, but I'm busy... what may I help you with?

Bobby Jones: Help me? Um, oh, yeah! Do you have any jobs?

Terry Smith: We are accepting applications, but.....

Bobby Jones: Awesome! Um, when?

Terry Smith: When what? What exactly are you asking? Would you please call
back later when you know what you want?

Bobby Jones: Yeah, okay. I mean, I'm sorry, oh my God, I mean... bye!

3

Jackie Johnson: Hello, Western Grille Buffet.

Pat Roberts: Hey.

Jackie Johnson: Yes?

Pat Roberts: Hi. How are ya?

Jackie Johnson: How may I help you?

Pat Roberts: I would love to work for you guys!

Jackie Johnson: Excuse me? Who is this? We're really busy.

Pat Roberts: Oh, right. Damn! Sorry! Can I come in for an interview today?

Jackie Johnson: Of course not! And - we don't have any openings!

Pat Roberts: Really? What a royal bummer, man! Can I come in
anyway and talk to you? I love your fish fry!

Jackie Johnson: Good bye!

4

Receptionist: Good morning. Frank's Concrete Company. May I help you?

Michael Smith: Yes, can you give me the name of the manager, please?

Receptionist: Yes, that is Melanie Williams.

Michael Smith: May I speak with Ms. Williams, please?

Receptionist: Yes, you may. Just a minute please.

Ms. Williams: Hello, Melanie Williams speaking.

Michael Smith: Ms. Williams, my name is Michael Smith. I am interested in applying for a job as a concrete mason with your company. If you have an opening, I'd like to meet with you.

Ms. Williams: As a matter of fact, we have an entry-level position opening in a couple of weeks. Do you have any experience in construction or concrete work?

Michael Smith: I have experience working as a landscaper, but I am a hard worker and a fast learner, and since I'm very interested in concrete work, I think I would learn quickly.

Ms. Williams: How long have you worked as a landscaper?

Michael Smith: I worked for six months in 2009 and again for nine months in 2010. I am in school right now studying for my GED.

Ms. Williams: Do you have a resume?

Michael Smith: Yes, ma'am, I do, and I would be happy to set up a time to meet with you and bring my resume.

Ms. Williams: Would you be able to come in tomorrow morning at 9:30?

Michael Smith: I'd be glad to. I'll call my GED teacher right now to let him know I'll be late because of our meeting. I'll see you tomorrow at 9:30 a.m. I look forward to talking to you then.

Ms. Williams: Alright, Mr. Smith. I'll see you then.

Michael Smith: Thank you very much for your time, Ms. Williams. I will see you tomorrow morning. Have a nice day.

5

Receptionist: Hello. Home Depot. How may I help you?

Michelle Smith: Hello, my name is Michelle Smith. Can you please give me the name of the manager?

Receptionist: The manager's name is Jamal Andrews.

Michelle Smith: May I speak with Mr. Andrews, please?

Receptionist: Sure, just a minute.

Mr. Andrews: Hello, this is Jamal.

Michelle Smith: Mr. Andrews, my name is Michelle Smith. I am interested in applying for a job as a cashier with Home Depot.

Mr. Andrews: I'm sorry, but we don't have any openings right now.

Michelle Smith: Would it be possible for me to leave my resume and contact information with you in case you have openings in the future?

Mr. Andrews: Yes, sure. Come in any time and fill out our on-screen application and we'll contact you if we have an opening and want to give you an interview.

Michelle Smith: Thanks very much, Mr. Andrews; I'll come in and do that soon.

Mr. Andrews: Alright. Thanks for calling.

Michelle Smith: Thank you again for your help. Have a good day.

What are ten things to remember when using the phone to look for work?

Using Help Wanted Ads to Find Work

One resource for finding jobs is the help wanted classified ads. Some classified help wanted ads are printed in the local paper, and others can be found on-line. These help wanted ads can be searched by date, category, keyword and location. You may even be able to upload your resume and apply directly online for jobs.

Make sure you know what the abbreviations in the help wanted ads mean:

PT = _____ CDL = _____ Avg wkly hrs
 35+ = _____
 FT = _____ 3 yrs prior exp = _____ 10am-12pm M-
 F = _____
 EOE = _____ mgmt. = _____ res
 = _____
 8A - 4P = _____ min 3 yrs exp = _____
 401K = _____ app = _____ asap =
 _____ immed = _____

Read the classified help wanted ad below. Use the script below as a model for how a jobseeker might use the phone to find out more information about the job:

METAL ROOF TECHS
 FT Metal Roof Technicians Needed asap. Min 2 yrs exp.
 Call 850-997-6431 / Fill out app @ 515 Woodlawn Road /
 Tallahassee, FL 11 am - 3 pm M -Th

Receptionist: Good morning, Judson Roofers.

Caller: My name is David Winter. I'm calling because I saw your help wanted ad in the paper. Receptionist: Yes, how can I help you?

Caller: I was wondering if you could tell me where you are located and what is the best time to come in and fill out an application?

Receptionist: The best time to come in is between 11 am and 3 pm Monday through Thursday. The supervisor will be here then.

Caller: Thank you. And you are located at 515 Woodlawn Circle? Could you tell me the cross streets you are near?

Receptionist: Yes, we are off of Tennessee Street, two blocks east of Monroe Avenue.

Caller: Thank you very much for your time. I'll be in tomorrow with my resume and to fill out an application.

Receptionist: Thank you for calling. We'll see you tomorrow.

Using Help Wanted Ads to Find Work, cont.

Pick one of the ads below. Work with a partner to write a script which demonstrates how a jobseeker might use the phone to find out more information about the job:

PT Apartment Manager Wanted 3 yrs exp required in apt. mgmt. Housing provided. Sal & benefits based on exp. Email resume to Hsng@aol.com	Handyman PT needed immed. Exp. preferred. Call Jacob Johnson betw 8am - 9am M-W. 877-555-8921 / EOE
--	---

Receptionist:

Caller:

Receptionist:

Caller:

Receptionist:

Caller:

Exp. FT Sales Representative Avg. wkly hrs. 38+ Age 21+ who can lift 120 lbs. should apply. CDL w/ DOT a plus or obtainable. Drug free workplace. EOE. Fax resume to: 840-997-2188	Sheet metal work / Need immediately Commercial exp. helpful Top pay / excellent benefits / 401 K Submit resume to annitap@hotmail.com Or fax to 860-999-6543 MUST BE ABLE TO PASS DRUG TEST ABC Metal Co. is an EOE/AAE & drug-free workplace
--	--

Receptionist:

Caller:

Receptionist:

Caller:

Receptionist:

Caller:

Using Help Wanted Ads to Find Work, cont.

Class A Driver needed. Local runs. Call between 11 A - 5 P. 667-0099 EOE	GREAT JOB! Class A CDL Min 2 yrs exp with one recent employer operating 18 wheeler. Some lifting. Local runs. Avg wkly hrs. 35+ Good MVR. Benefits. Drop off completed resume / app. 10A-3P M-TH 631 Appleton Rd. NO PHONE CALLS
--	--

Receptionist:

Caller:

Receptionist:

Caller:

Receptionist:

Caller:

Receptionist:

Caller:

FRY COOK / FT and PT Min. 5 yrs exp. needed / Certif. a plus. Drop off res / app at: Western Grille Buffet 6633 Barnyard Rd. or email to: john@westerngrille.org	Landscape / some exp. nec. Will train. Tallahassee and surrounding area. Own transportation a plus. Clean driving record. 913-009-6530
---	---

Receptionist:

Caller:

Receptionist:

Caller:

Receptionist:

Caller:

Sample Resume

Joseph Freeman

123 Independence Drive
Tallahassee, FL 32333
freemanj23@yahoo.com
850-999-8808

Objective:

My goal is to find a fulltime job in which I can utilize my cooking skills.

Education:

Lincoln High School, Tallahassee, FL
August, 2003 - May, 2006

Adult & Community Education, Tallahassee, FL
January, 2012 - present

Work History:

Laundry Worker
Leon County Detention Center
535 Appleyard Dr., Tallahassee, FL
April, 2014 - January, 2015
Job duties: Washing, drying, sorting, folding, issuing clothes

Lead Cook
Sweethills Buffet
1024 Apalachee Parkway, Tallahassee, FL
January, 2009 - March, 2014
Job Duties: Salad prep, fry cooking, grilling, kitchen cleanup

Grill Manager
McDonalds Corporation
3445 N. Monroe, Tallahassee, FL
February, 2008 - December, 2008
Grilling, customer orders, kitchen cleanup

References available upon request

Draft Resume

Name _____

Address _____

City, State and Zip _____

Email Address _____

Phone Number _____

Objective:

My goal is to _____

Education:

School Name _____

Dates _____

School Name _____

Dates _____

Work History:

Job

Title _____

Place of

Work _____

Address _____

Dates You Worked _____

Job Duties _____

Job

Title _____

Place of

Work _____

Address _____

Dates You Worked _____

References available upon request

WRITING A LETTER OF EXPLANATION



Employers get a great many applications. It used to be recommended that people with criminal records check “yes” in the box on the application that asked, “Have you been convicted of a crime?” and then write “will explain in interview” on the lines below.

Current thinking suggests that, because employers get so many applications, they are likely to set those aside that indicate the applicant has a criminal record. **But, don’t lie.** Employers will research your background anyway and you can be immediately discharged for lying. Instead -- make your application stand out. Check “yes,” and then write “Please see attached letter of explanation” on the lines below. This same letter of explanation should be attached to a résumé if the job does not request an application.

Writing a letter of explanation gives you a chance to explain your charges in your own words. It also lets you make the potential employer aware of the Federal Bonding Program and the Work Opportunity Tax Credit (WOTC).

Federal Bonding Program:

The Federal Bonding Program provides fidelity bonding insurance coverage to employers if they hire formerly incarcerated people and other high-risk job applicants who are qualified, but have difficulty finding jobs because of their backgrounds.

Work Opportunity Tax Credit (WOTC):

The Work Opportunity Tax Credit (WOTC) is a federal tax credit provided as an incentive for employers to hire people with felonies.

Sample Letter of Explanation

Joseph Freeman
123 Independence Drive
Tallahassee, FL 32333
freemanj23@yahoo.com
850-999-8808

Date _____

Dear Mr. David Jones (do your research in advance to find manager's name):

I am applying for the position of roofer with your company. I believe I am qualified for this position and look forward to the opportunity to talk with you in person in an interview.

I am writing in advance to let you know that I have made some mistakes in the past, and was convicted for possession of cannabis with intent to sell. I made a serious error in judgment, but have served time and am ready to make a fresh start. I am responsible for my family and am committed to doing the right thing for their sake.

During the time I was incarcerated, I re-evaluated my life and decided to make a positive change. I took advantage of the time to take GED classes, a time management class and a Workforce Readiness class.

I hope that you will consider my strengths as an employee. I have experience as a tile setter and a concrete worker and, as you can see from my application, I have worked for many years for the Johnson Cement Company.

It is important for you to know that there are advantages for which you are eligible if I am hired. First, I am bondable at no cost to you; second, your company would be eligible for a Work Opportunity Tax Credit (WOTC) if you hire me.

Thank you very much for your consideration. I look forward to hearing from you at your earliest convenience.

Sincerely,

Joseph Freeman

Joseph Freeman

Prepare to write a typed letter of explanation by filling in the blanks in the sample letter below:

Name _____

Address _____

City _____ Zip _____

Email address _____

Phone number _____

Date _____

Dear _____:

I am applying for the position of _____ with your company. I believe I am qualified for this position and look forward to the opportunity to talk with you in person in an interview.

I am writing in advance to let you know that I have made some mistakes in the past, and was convicted for

_____. I made a serious error in judgment, but have served time and am ready to make a fresh start.

During the time I was incarcerated, I re-evaluated my life and decided to make a positive

change. I took advantage of the time to take

I hope that you will consider my strengths as an employee. I have experience

_____ and, as you can see
from my

application, I have worked
_____.

It is important for you to know that there are advantages for which you are eligible if I am hired. First, I am bondable at no cost to you; second, your company would be eligible for a Work Opportunity Tax Credit (WOTC) if you hire me.

Thank you very much for your consideration. I look forward to hearing from you at your earliest convenience.

Sincerely,

What's Wrong with this Application?

Name (Last, First, Middle) <i>Josephina Freeman</i>		Social Security Number ?
Street Address <i>Jackson Bluff Road</i>		Phone Number <i>222-130</i>
City	State <i>Tallahassee</i>	Zip <i>FL</i>
Position(s) Interested in? <i>whatever you got</i>	Are you under the age of 18? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, what is your age? <i>43</i>	
Salary Requirements <i>\$300</i> (Hour/Week (circle one))	How were you referred? <input type="checkbox"/> Newspaper <input type="checkbox"/> Internet <input type="checkbox"/> Friend <input type="checkbox"/> Other	
If hired, can you supply proof that you are legally entitled to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>I don't know</i>		
Do you have friends or relatives working for us? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, whom? <i>i don't know but maybe uncle john but that was 3 years ago i'm not sure</i>		
Can you work: <input checked="" type="checkbox"/> Anytime <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends Are there any times or days you cannot work? <i>sunday from 8 to 4, weds after 3</i>		
If hired, are you willing to comply with random drug testing? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

EMPLOYMENT HISTORY

List your most recent jobs, with your most recent position first.

Dates of Employment	from <i>2009</i> until <i>/ / 2010</i>
Employer Name	<i>McDavids</i>
Employer Address	<i>Talla</i>
Supervisor Name and Phone Number	<i>don't remember jack johnson i think</i>
Job Title / Duties	<i>fry cook fry and cook</i>
Reason for leaving	<i>boring</i>

Dates of Employment	from <i>april 3</i> until <i>/ / last week</i>
Employer Name	<i>easy dollar store</i>
Employer Address	<i>georgia</i>
Supervisor Name and Phone Number	<i>mrs randall</i>
Job Title / Duties	<i>stock clerk / whatever they told me to do which was usually</i>
Reason for leaving	<i>layed off too much</i>

Dates of Employment	from / / until / /
Employer Name	18000 went to the market
Employer Address	18000
Supervisor Name and Phone Number	
Job Title / Duties	
Reason for leaving	

EDUCATION

Type of School	Name of School	Location of School	Area of Study	Last year completed	Did you earn a diploma?
High School	Lincoln			1 2 3 4 ninth	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
College	i want to go tcc at night while i work if thats ok			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate				1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other				1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No

REFERENCES

References (professional)		
Name	Phone Number	Years known
my mom Lulu Breeman	471-5600	all my life
rev. john pastor	not sure	thomasville rd church
Name	Phone Number	Years known
References (personal)		
Name	Phone Number	Years known
mrs randall	791-2233?	2 months
Name	Phone Number	Years known
jack?	?	one year
Name	Phone Number	Years known

Have you ever been convicted of a felony? Note: a "yes" response will not automatically disqualify you from employment. Yes No If yes, please describe: i'm sorry to say but this none of your business i don't mean to be rude but it's all in the past. i will tell you if you ask but please don't ask.

I attest that the information in this application is accurate and true.

Signature

Date

Model Application

Carefully complete this application so you can use it as a model during your job search.

Name (Last, First, Middle)		Social Security Number	
Street Address		Phone Number	
City	State	Zip	
Position(s) Interested in?		Are you under the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is your age? _____	
Salary Requirements _____ Hour/Week (circle one)		How were you referred? <input type="checkbox"/> Newspaper <input type="checkbox"/> Internet <input type="checkbox"/> Friend <input type="checkbox"/> Other _____	
If hired, can you supply proof that you are legally entitled to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you have friends or relatives working for us? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, whom? _____			
Can you work: <input type="checkbox"/> Anytime <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends Are there any times or days you cannot work? _____			
If hired, are you willing to comply with random drug testing? <input type="checkbox"/> Yes <input type="checkbox"/> No			

EMPLOYMENT HISTORY

List your most recent jobs, with your most recent position first.

Dates of Employment	from / /	until / /	
Employer Name			
Employer Address			
Supervisor Name and Phone Number			
Job Title / Duties		/ Reason for leaving	
Dates of Employment	from / /	until / /	
Employer Name			
Employer Address			
Supervisor Name and Phone Number			
Job Title / Duties			
Reason for leaving			

Signature

Date

◆●◆●◆●◆ **Job Search Notes**



<i>Date</i>	<i>Time</i>	<i>Employer Name & Address</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Notes/ Follow up</i>

--	--	--	--	--	--

◆◆◆◆ Job Search Plan ◆◆◆◆




