Employment

EXPLAINING YOUR CRIMINAL RECORD Here you ever been convicted of a foliony in the past 7 years? Yes No Have you been been convicted of a foliony in the past 7 years? Yes No Have you been convicted of a foliony in the past 7 years? Yes No Hy was provided to the past of the past 7 years? Yes No Hy was unowered Yes only of the above, be YERY CAREFUL what you write on a job application. Do not ever its and check "NO", You will probably be found out and fixed Plus, you will live in fear of being found out until then. Hy was unowered Yes to any of the above, be YERY CAREFUL what you write on a job application. Do not ever its and check "NO", You will probably be found out and fixed Plus, you will live in fear of being found out until then. Hy was unowered Yes you a chance to explain to your been!! Do not those that chance Be prepared. If you can't explain your record in a positive way (what you have learned, how you have changed), you won't get the job. PRACTICE YOUR ANSWERS. With your answere below. You are going to need it. PRACTICE UNII, IT BECOMES NATURAL. "PD LIKE TO EXPLAIN!" You record will come up on applications and in interviews. Be ready and willing to explain. I made a mistake (admit it) I hearmed (sumething positive) I hearmed (sumething positive) I hearmed (sumething positive) I hearmed (sumething positive) I have a dathered while in prison?) Employers will ask what you have been doing with your time. They want to know if you are a time waster or a time user. What can you say? WHAT I HAVE DONE, (include work release, GED, vocational classes, parenting classes, Thinking for a Change ret.) ANY S-POINT INTERVIEW GUIDE Noway give employers live good reasons to hire you. Let them know you are WORTH hiring. List five things you can do that you know the employer wants or needs. Memorize them. Use them in your interview. The FOR THINKS I WANT TO MAKE SURE THE INTERVIEWER KNOWS ABOUY ME ARE: 1	Employment
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3	1
	2
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	4

MY ONE MINUTE COMMERCIAL

Phone: (_____) - _____

Name of Supervisor: _

Or how to answer the HARD INTERVIEW QUESTIONS Use your 5 MAIN INTERVIEW POINTS to create a 60 second commercial for yourself. Practice saying it until it becomes (and sounds) natural. My One-Minute commercial: Your ONE-MINUTE COMMERCIAL is a great way to answer these HARD INTERVIEW QUESTIONS: So tell me a little about yourself Why should I hire you? What makes you think you are qualified for this job? Why do you want this job? JOB INTERVIEW CHECKLIST I can list 5 things that make me a good candidate for this job. I can discuss in detail each item on my resume or job application. I can list the skills, abilities or experiences that qualify me for this job. I have training, education or knowledge that qualifies me for this job – or I can prove that I am willing to learn. I have hobbies or activities that might help me qualify for this job. If I am asked for personal references, I have written down the names and telephone numbers of 3 people who have agreed to be my references. I have documents, such as a Social Security card or driver's license that I will need if offered the job. I am dressed properly for the job I am applying for. I have directions and transportation arrangements so I can get to the interview on time (15-20 minutes BEFORE my appointment). I have prepared some questions to ask the interviewer to show that I am really interested. The person who knows "how" will always have a job. The person who knows "why" will always be his boss. EMPLOYMENT REFERENCES Phone number (daytime): (_____) - _____ Phone number (daytime): () -Address: Address: Relation to you: ____ Relation to you: ____ Length of time known: Length of time known: BARRIERS, CHALLENGES, AND OBSTACLES Everybody has them. What are yours? Maybe it's lack of child care, lack of experience, a substance abuse history, or criminal record. These challenges Phone number (daytime): (_____) - _____ do not have to keep you from getting a job, if you deal with them correctly. The key is to have a plan before your interview. Anticipate what the employer Address: may ask you and have a good answer. With the right strategy, you can put yourself and the interviewer at ease. GOOD ANSWERS: "I am confident that this won't be a problem, because..." or "I understand your concerns, but I assure you that this won't interfere with my ability to do this job. Let me explain..." Show how you have solved the problem Relation to you: ____ prove that it will not interfere with your ability to do the job. Length of time known: ____ **IDENTIFY AND DEAL WITH BARRIERS NOW!** PREPARE YOUR WORK HISTORY LIST NOW Employer: Job Title: How long did I work there: Years ____ Months____ My main job responsibilities: _____ My other responsibilities: _____ Starting date: _____ Ending Date: ____

My last pay rate: _____

My reason(s) for leaving: _____

Additional information: ___