

Employment

EXPLAINING YOUR CRIMINAL RECORD

Have you ever been convicted of a felony?

_____ Yes _____ No

Have you been convicted of a felony in the past 7 years?

_____ Yes _____ No

Have you ever spent time in prison?

_____ Yes _____ No

If you answered YES to any of the above, be VERY CAREFUL what you write on a job application. Do not ever: lie and check "NO". You will probably be found out and fired. Plus, you will live in fear of being found out until then.

NEVER LEAVE THIS QUESTION BLANK. Instead, write the following, "Please let me explain in person." This indicates that you have a history that you would like to discuss. This gives you a chance to explain to your benefit. Don't blow 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.

Write your answer below. You are going to need it. PRACTICE UNTIL IT BECOMES NATURAL.

"I'D LIKE TO EXPLAIN"

Your record will come up on applications and in interviews. Be ready and willing to explain.

I made a mistake (admit it)...

I learned (something positive)...

I am not the same person I was then. I have changed (explain how)...

HOW I MADE MY TIME COUNT

(What have I achieved 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 etc.)

_____	_____	_____
_____	_____	_____
_____	_____	_____

I AM GOING TO START NOW TO BUILD SOME ACHIEVEMENTS. Possible options include:

_____	_____	_____
_____	_____	_____

MY 5-POINT INTERVIEW GUIDE

Always give employers five 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 FIVE THINGS I WANT TO MAKE SURE THE INTERVIEWER KNOWS ABOUT ME ARE:

1. _____
2. _____
3. _____
4. _____
5. _____

Check over your list before each interview. Employers want proof that you can do the job they want done. Make sure your key points match what the employer is looking for.

MY ONE MINUTE COMMERCIAL

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

Name: _____

Phone number (daytime): (_____) - _____

Address: _____

Relation to you: _____

Length of time known: _____

Name: _____

Phone number (daytime): (_____) - _____

Address: _____

Relation to you: _____

Length of time known: _____

Name: _____

Phone number (daytime): (_____) - _____

Address: _____

Relation to you: _____

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 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 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 prove that it will not interfere with your ability to do the job.

IDENTIFY AND DEAL WITH BARRIERS NOW!

PREPARE YOUR WORK HISTORY LIST NOW

Employer: _____

How long did I work there: Years ____ Months ____

Starting date: _____ Ending Date: _____

Address: _____

Phone: (_____) - _____

Name of Supervisor: _____

Job Title: _____

My main job responsibilities: _____

My other responsibilities: _____

My last pay rate: _____

My reason(s) for leaving: _____

Additional information: _____