



EX-OFFENDER SERVICES

Target Group: Criminal Record Holders

Special Issues:

Employers may be concerned that a person with a criminal record may repeat their offense. Typical myths about individuals with a criminal record include: they are unable to rehabilitate, they are dishonest, they are untrustworthy, or they may be dangerous! Job seekers with a criminal record may feel no one will give them a chance.

Job Search Tips:

1. **Be Honest!** If an employer does a background check and finds you have lied on your application, that is grounds for not hiring or later termination. If arrested but not convicted, stating “no criminal record” on an application is allowed.
2. **Ask** parole and probation officers, local judges and professionals within the legal community for employer leads.
3. **Be aware** of how your clothing, hairstyles, business appearance, body language, and use of slang may be perceived by employers.
4. **Update your skills** – computer literacy is particularly important. Acquire an e-mail account to communicate with employers.
5. **Prepare** a functional resume that de-emphasizes missing dates of employment and highlights 3-4 areas of accomplishments and skills that you have and how you can use them.
6. **Practice interviewing.** Be prepared to answer questions about your offense or crime. Acknowledge your crime honestly and straightforwardly without going into detail. Accept responsibility for your situation. Explain the changes you have made, why you can be trusted and how you are a different person today. Relax!
7. **Get involved** in community activities or volunteer work. Join groups and organizations that show a changed and improved lifestyle, and that may provide references.
8. **Follow-up!** Send or e-mail a post-interview thank you.

Local Programs:

Minnesota WorkForce Center **1.888.GET JOBS (1.888.438.5627)** www.mnwfc.org
Minnesota Federal Bonding Service www.PositivelyMinnesota.com
Minnesota Department of Corrections www.doc.state.mn.us

Websites:

Amicus www.amicususa.org/reconnect.html
Job Seeking Services www.iseek.org
Career Information www.careerinfonet.org
Affordable Rental Housing www.housinglink.org

Resources:

Minnesota Department of Corrections, **Adult Offender Pre-Release Handbook:**
www.doc.state.mn.us/publications/documents/prereleasehandbook.pdf

Planning for Your Release – A Guide for Veterans Incarcerated
National Coalition for Veterans Incarcerated

The Ex-Offender Job Search Companion*
Kathleen Jordan, Cambridge Educational, 1997

Job Interview Tips for People with Not-So-Hot Backgrounds*
Krannich, Caryl, Impact Publications 2004

No One is Unemployable*
Debra L. Angel, Worknet Publications, 1997

*Available at Minnesota WorkForce Centers

