

*"Choose a job you love, and you will never have to work a day in your life."
~ Confucius*

Today's job market is vast and forgiving. Individuals with criminal histories should be honest, realistic and focused when it comes to finding and securing employment upon release from incarceration. There are many employment related tools and resources available to those who wish to succeed. The following resources were selected as an introduction to the programs and services available to assist job seekers with obtaining gainful employment regardless of their background.

FEDERAL & STATE LABOR DEPARTMENTS

Federal and state labor departments are an unparalleled source of employment, training and career exploration information. For a listing of programs and services offered within a specific geographic area, please contact your state labor department or an American Job Center for additional information and/or referral.

National Contact:

U.S. Department of Labor
Francis Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210
P: 866.4.U.S.A.DOL
I: <http://www.dol.gov>

State Contact:

Please refer to [Appendix 3-A: State Department of Labor Offices](#).

U.S. DEPARTMENT OF LABOR SPONSORED PROGRAMS

The mission of the U.S. Department of Labor is to foster, promote, and develop the welfare of the wage earners, job seekers, and retirees of the United States; improve working conditions; advance opportunities for profitable employment; and assure work-related benefits and rights.

EMPLOYMENT & TRAINING PROGRAMS

<http://www.doleta.gov>

The U.S. Department of Labor's Employment and Training Administration funds training programs that teach job skills and provide job placement services for adults who are at least 18 years of age or older. The programs are administered locally by American Job Centers, formerly known as One-Stop Career Centers. The types of training offered by local American Job Centers may vary depending on the job opportunities available in each individual community. As such, individuals are encouraged to contact their local American Job Center for a detailed listing of the programs and services offered within their local area.

ADULT TRAINING PROGRAMS

<http://www.dol.gov/dol/topic/training/adulttraining.htm>

The U.S. Department of Labor's Employment and Training Administration funds training programs that teach job skills and provide job placement services for adults who are at least 18 years of age. The programs are administered locally by American Job Centers. The types of training offered by a local training center can vary depending on the job opportunities in the community. To help locate training programs in your area, search for an American Job Center in your state, call 877.US-2JOBS.



**REENTRY
SOURCEBOOK**
THIRD EDITION

PRINT BOOK
ISBN:979-8689364179

\$24.97 + Shipping \$5.99

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\$499.40 + Shipping \$32.69

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📞 347.973.0004

🌐 www.reentryessentials.org

📍 Reentry Essentials, Inc. 2609 East 14 Street, Suite 1018, Brooklyn, NY 11235-3915



APPRENTICESHIP

<http://www.dol.gov/dol/topic/training/apprenticeship.htm>

Apprenticeship is a combination of on-the-job training and related instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs can be sponsored by individual employers, joint employer and labor groups, and/or employer associations.

The role of the U.S. Department of Labor is to safeguard the welfare of apprentices, ensure equality of access to apprenticeship programs, and provide integrated employment and training information to sponsors and the local employment and training community. Additional information regarding apprenticeship programs such as local program options may be identified by visiting the U.S. Department of Labor's Office of Apprenticeship website directly at <http://www.doleta.gov/OA>. A listing of state and regional apprenticeship offices is available in [Appendix 3-B: State & Regional Offices of Apprenticeship](#).

DISLOCATED WORKERS

<http://www.dol.gov/dol/topic/training/dislocatedworkers.htm>

The U.S. Department of Labor's Employment and Training Administration provides information on training programs and other services that are available to assist workers who have been laid-off or are about to be laid-off. Services are designed to meet local needs and may vary from state to state. Some services for dislocated workers have eligibility requirements.

INDIAN & NATIVE AMERICANS

<http://www.dol.gov/dol/topic/training/indianprograms.htm>

The Workforce Investment Act contains provisions aimed at supporting employment and training activities for Indian, Alaska Native, and Native Hawaiian individuals. The U.S. Department of Labor's Indian and Native American Programs fund grant programs that provide training opportunities at the local level for this target population.

JOB CORPS

<http://www.dol.gov/dol/topic/training/jobcorps.htm>

Job Corps is the nation's largest and most comprehensive residential education and job training program for at-risk youth, ages 16 to 24. Job Corps combines classroom, practical, and work-based learning experiences to prepare youth for stable, long-term, high-paying jobs.

AMERICAN JOB CENTERS

<http://www.dol.gov/dol/topic/training/onestop.htm>

American Job Centers are designed to provide a full range of assistance to job seekers in one convenient location. Established under the Workforce Innovation and Opportunity Act (WIOA), the centers offer referrals, career counseling, job listings, and similar employment-related services. Customers can visit a center in-person or connect to the center's information through personal computer or kiosk remote access.

The American Job Center System is coordinated by the U.S. Department of Labor's Employment and Training Administration. The Employment and Training Administration website provides a clickable map of American Job Center websites for each state and a list of state, regional, and local center locations at <http://www.doleta.gov/usworkforce/onestop/onestopmap.cfm>. For added convenience, a list of State American Job Center websites is located in [Appendix 3-C: American Job Center Websites](#).

PEOPLE WITH DISABILITIES

<http://www.dol.gov/dol/topic/training/disabilitytraining.htm>

The U.S. Department of Labor's Employment and Training Administration provides funds and administers grant programs that offer training and employment assistance to people with disabilities.

The U.S. Department of Labor's Employment and Training Administration is also responsible for enforcing parts of the Ticket to Work and Self-Sufficiency Program, which aims to provide greater access for people with disabilities to training services, vocational rehabilitation services, and other support services they need to obtain, regain, or maintain employment.

SAFETY & HEALTH

<http://www.dol.gov/dol/topic/training/safety.htm>

The U.S. Department of Labor's Occupational Safety and Health Administration funds grants to train workers and employers to recognize, avoid, and prevent safety and health hazards in their workplace.

The Occupational Safety and Health Administration's Outreach Training Program is the agency's primary way to train workers in the basics of occupational safety and health. Through the program, individuals who complete a one-week Occupational Safety and Health Administration trainer course are authorized to teach 10-hour or 30-hour courses in construction or general industry safety and health standards.

SENIORS

<http://www.dol.gov/dol/topic/training/seniors.htm>

The Senior Community Service Employment Program is a part-time employment program for low-income persons age 55 or over. Program participants work at community and government agencies and are paid the federal or state minimum wage, whichever is greater. They may also receive training and can use their participation as a bridge to other employment positions which are not supported with federal funds.

VETERANS

<http://www.dol.gov/dol/topic/training/veterans.htm>

The Veterans Employment and Training Service of the U.S. Department of Labor assists veterans, reservists, and National Guard members in securing employment. Employment and training assistance is also available from the Departments' Employment and Training Administration.

YOUTH PROGRAMS

<http://www.dol.gov/dol/topic/training/youth.htm>

The U.S. Department of Labor's Employment and Training Administration supports a wide variety of programs to ensure that all youth have the skills and training they need to successfully make the transition to adulthood and careers.

For additional information regarding any of the above Employment and Training Programs, contact the U.S. Department of Labor or your local American Job Center for assistance.

National Contact:

U.S. Department of Labor
Employment and Training Administration
200 Constitution Avenue, NW
Washington, DC 20210
P: 202.693.2796

LABOR MARKET INFORMATION, TRENDS & PROJECTIONS

<http://www.bls.gov/emp>

The U.S. Department of Labor's Bureau of Labor Statistics compiles, publishes and disseminates a wide range of labor market information, from regional wages for specific occupations to statistics on national, state and local area employment trends. Information on state occupational projections is available at <http://www.projectionscentral.com>.

National Contact:

U.S. Department of Labor
Bureau of Labor Statistics
200 Constitution Avenue, NW
Washington, DC 20210
P: 202.691.5262

State Contact:

Please refer to [Appendix 3-D: State Labor Market Information Offices](#).

Additional Resources:

Occupational Outlook Quarterly, *The 2010-20 Job Outlook in Brief*
<http://publications.usa.gov/USAPubs.php?PubID=569>

UNEMPLOYMENT INSURANCE

<http://www.workforcesecurity.doleta.gov>

The Unemployment Insurance Program provides benefits to eligible workers who become unemployed through no fault of their own and who meet other eligibility requirements. Each state administers its own program under federal guidelines. Eligibility requirements, benefits, and length of benefits are determined by individual states in accordance with applicable law. For more information, visit

<http://www.dol.gov/dol/topic/unemployment-insurance> or contact your local American Job Center for assistance.

National Contact:

U.S. Department of Labor
 Employment and Training Administration
 200 Constitution Avenue, NW
 Washington, DC 20210
 P: 202.693.3029

ELECTRONIC CAREER EXPLORATION & EMPLOYMENT TOOLS**CAREERONESTOP.ORG**

<http://www.careeronestop.org>

CareerOneStop.org is a suite of web-based products funded and developed by the U.S. Department of Labor. CareerOneStop.org includes America's Service Locator, America's Career InfoNet, and the MySkillsMyFuture websites. Each product offers unique solutions for the increasing demand of today's labor market to meet the specialized needs of jobseekers, employers, and the workforce and educational communities alike.

CareerOneStop.org is...

- Your source for employment information and inspiration
- The place to manage your career
- Your pathway to career success
- Tools to help job seekers, students, businesses and career professionals
- Sponsored by the U.S. Department of Labor

CareerOneStop.org products include:**AMERICA'S SERVICE LOCATOR**

<http://www.servicelocator.org>

America's Service Locator connects individuals to employment and training opportunities available at local American Job Centers. The website provides contact information for a range of local work-related services, including unemployment benefits, career development, and educational opportunities.

AMERICA'S CAREER INFONET

<http://www.careerinfonet.org>

America's Career InfoNet helps individuals explore career opportunities to make informed employment and education choices. This website features user-friendly occupational and industry information, salary data, career videos, education resources, self-assessment tools, and other resources that support talent development in today's fast-paced global marketplace.

MYSKILLS MYFUTURE

<http://www.myskillsmyfuture.org>

This website helps laid-off workers and other career changers find new occupations to explore. Users can identify occupations that require skills and knowledge similar to their current or previous job, learn more about these suggested matches, locate local training programs, and/or apply for jobs.

COMPETENCY MODEL CLEARINGHOUSE

<http://www.careeronestop.org/competencymodel>

The Competency Model Clearinghouse provides the business community with a means to communicate its skill needs to educators and the workforce system in a common industry-driven framework. The models and other competency-based resources support development of curriculum and increased awareness of careers in high-growth industries.

WORKER REEMPLOYMENT

<http://www.careeronestop.org/reemployment>

This website provides employment, training, and financial assistance for laid-off workers. The website includes a Job Search tool with job listings for all fifty states updated daily. Users will also find resources for getting immediate help with unemployment insurance, healthcare, and other financial needs; job searching and resume tips; changing careers and understanding transferable skills; and upgrading skills through education and training.

If you have additional questions and would like to contact CareerOneStop.org's Customer Service Center for guidance and assistance with any of the CareerOneStop.org products, please contact them by phone at 877.348.0502 between the hours of 7:00 am and 4:00 pm (CST), Monday through Friday.

Additional Resources:

CareerOneStop.org, *CareerOneStop Overview*
<http://www.careeronestop.org/TridionMultimedia/CosOverview.pdf>

CareerOneStop.org, *CareerOneStop PowerPoint*
http://www.careeronestop.org/TridionMultimedia/tcm24-22150_PPT_COSRedesign2015.pptx

CareerOneStop.org, *CareerOneStop Ex-Offender Overview*
<http://www.careeronestop.org/TridionMultimedia/Exoffender.pdf>

O*NET CAREER EXPLORATION TOOLS

http://www.onetcenter.org/dev_tools.html

The O*Net Career Exploration Tools are a suite of assessment tools designed for career counseling, career planning and exploration. The tools are designed to assist a wide variety of individuals to gain personal insight that will help them identify occupations that they might find satisfying.

Use of a variety of tools supports the whole-person approach to assessment, providing a firmer basis for individuals to make important career decisions. The O*Net Career Exploration Tools include:

- Ability Profiler
- Interest Profiler
- Computerized Interest Profiler
- Work Importance Locator
- Work Importance Profiler

For more information about these tools, including ordering information and available product downloads, please contact the National O*Net Center directly.

National Contact:

National O*Net Center
 P.O. Box 27625
 Raleigh, NC 27611
 P: Not Provided

AMERICAN JOB CENTER NETWORK

<http://jobcenter.usa.gov/>

As the cornerstone of the American Job Center Network this website provides a single access point – open 24-7 – to key federal programs and critical local resources to help people find a job, identify training programs, and gain skills in growing industries. Connecting Americans to online resources from across the federal government, nearly 3,000 brick-and-mortar American Job Centers, and hundreds of local training programs and job resources funded through federal grants, the proud partners of the American Job Center Network provide an easily-identifiable source for the help and services individuals and businesses need. No matter what state you're

in, whether you're online or visiting in person, when you see the American Job Center Network, take comfort knowing you're in the right place to jump start your job search, explore new career options, or tap into the most talented and dedicated workforce in the world.

WHAT ARE THE DIFFERENT TYPES OF AMERICAN JOB CENTERS?

Comprehensive American Job Centers: These centers provide a full array of employment and training-related services for workers, youth and businesses. These locations include the mandatory Workforce Innovation and Opportunity Act (WIOA) partners on-site.

Affiliate American Job Centers: These centers provide limited employment and training-related services for workers, youth, and businesses. These locations do not include all the mandatory Workforce Innovation and Opportunity Act (WIOA) partners (i.e., Veterans, Vocational Rehabilitation) on-site.

The American Job Center website is a diverse collection of job search tools. The American Job Center website includes the following sections:

- Job Search
- Resume and Interviewing
- Unemployment Insurance
- Skills Transferability Tool
- Networking
- Other Benefits and Income Support

Additionally, if you would like to locate your local American Job Center, please visit their convenient search tool at <http://www.careeronestop.org/ExOffender/american-job-center-finder.aspx> for access to over 3,000 American Job Centers nationwide.

OCCUPATIONAL INFORMATION RESOURCES

Like any major decision, selecting a career involves a lot of fact finding. Fortunately, some of the best informational resources are easily accessible through publications created by the U.S. Department of Labor's Bureau of Labor Statistics. The following publications are meant to be used in conjunction with traditional occupational exploration resources to ensure a comprehensive and successful approach to employment.

OCCUPATIONAL OUTLOOK HANDBOOK

<http://www.bls.gov/ooh/>

The Occupational Outlook Handbook is a nationally recognized source of career information, designed to provide valuable assistance to individuals making decisions about their future work lives. The roughly 334 occupational groupings covered in the Occupational Outlook Handbook accounted for about 84 percent of the jobs in the economy in 2015.

The Occupational Outlook Handbook is no longer available in print from the Government Printing Office. A print version of the Occupational Outlook Handbook is or will be available from the following private publishers:

- Bernan - <http://www.bernan.com>
- Claitor's Publishing - <http://www.claitors.com>
- JIST Publishing - <http://www.jist.emco.com>

CAREER GUIDE TO INDUSTRIES

The Bureau of Labor Statistics has discontinued publication of the Career Guide to Industries as an independent product. The Bureau of Labor Statistics website has data on current and projected occupational employment within industries and current and projected industry employment by occupation. The Career Outlook occasionally publishes articles on industries. Search the Career Outlook archive at <http://www.bls.gov/careeroutlook/articles.htm> for industry-related information.

CAREER OUTLOOK

<http://www.bls.gov/careeroutlook/>

Career Outlook (formerly *Occupational Outlook Quarterly*) supplements the *Occupational Outlook Handbook* and is published by the Bureau of Labor Statistics of the U.S. Department of Labor.

Career Outlook articles provide data and information on a variety of topics – including occupations and industries, pay and benefits, and more. These articles are helpful for students, counselors, jobseekers, and others planning careers.

O*NET ONLINE

<http://www.onetonline.org>

O*Net Online is a comprehensive source of descriptions and skill sets for specific occupations. O*Net Online allows both the public and private sector to directly access key data for identifying and developing the skills of the American workforce. The O*Net system provides information about skills, knowledge, abilities, tasks and the context in which work is done.

STATE & LOCAL JOB BANKS

A job bank is a database of current job opportunities within a specific geographic area or occupational field. Most job banks are computer-based and job listings are posted and maintained by prospective employers. In addition, job banks allow job seekers to post electronic resumes and submit completed applications for job opportunities listed within their database. A listing of state sponsored job banks is available within [Appendix 3-E: State Job Bank Websites](#).

EX-OFFENDER HIRING INCENTIVES**FEDERAL BONDING PROGRAM**

<http://www.bonds4jobs.com>

The Federal Bonding Program is a unique job placement tool to help job applicants get and keep a job. The program issues Fidelity Bonds and is sponsored by the U.S. Department of Labor. A Fidelity Bond is a business insurance policy which protects employers in case of any loss of money or property due to employee dishonesty. Fidelity bond coverage is usually \$5,000 with no deductible amount of liability for the employer. Higher amounts of coverage, up to \$25,000, may be allowed if justified.

To be eligible for the bond, the employer must schedule a date to start work for the prospective employee. Bond coverage is provided for any at-risk applicant whose background usually leads employers to question their honesty and deny them employment. This includes people with criminal records, people in treatment or recovery for alcohol and/or other drug addictions, and people with little or no work history, including people transitioning from welfare to work. Upon request, a local American Job Center or Department of Labor representative requests the McLaughlin Company in Washington, D.C. to issue to the employer a Fidelity Bond insurance policy covering the worker. This policy is underwritten through the Travelers Property Casualty Insurance Company.

National Contact:

Federal Bonding Program
The McLaughlin Company
9210 Corporate Boulevard, Suite 250
Rockville, MD 20850
P: 202.293.5566

State Contact:

Please refer to [Appendix 3-F: State Federal Bonding Program Coordinators](#).

Additional Resources:

U.S. Department of Labor, *Federal Bonding Program: Answers to Questions About Fidelity Bonding*
<http://bonds4jobs.com/assets/brochure.pdf>

U.S. Department of Labor, *Employment and Training Administration's Federal Bonding Training Video*
<http://bonds4jobs.com/assets/content/FBPTool.mov>

UNICOR BONDING PROGRAM

<http://www.unicor.gov>

Initiated in February, 2006 the UNICOR Bonding Program provides a \$5,000 fidelity bond for employed ex-federal prisoners who worked in Federal Prison Industries (UNICOR) for at least six months during their incarceration. For additional information, contact the national UNICOR bonding specialist directly.

National Contact:

Federal Bureau of Prisons
 Federal Prison Industries (UNICOR)
 320 First Street, NW
 Washington, DC 20534
 P: 202.305.3972

Additional Resources:

U.S. Department of Justice, Federal Bureau of Prisons, *UNICOR's Federal Bonding Program Toolkit*
<http://www.bop.gov/resources/pdfs/toolkit.pdf>

WORK OPPORTUNITY TAX CREDIT

<http://www.doleta.gov/business/incentives/opptax>

The Work Opportunity Tax Credit is a federal tax credit incentive, which Congress provides to private-sector businesses for hiring individuals from nine target groups who have consistently faced significant barriers to employment. The main objective of this program is to enable the targeted employees to gradually move from economic dependency into self-sufficiency as they earn a steady income and become contributing taxpayers, while the participating employers are compensated by being able to reduce their federal income tax liability. The Work Opportunity Tax Credit joins other workforce programs that help incentivize workplace diversity and facilitate access to good jobs for all Americans.

WHAT DOES WOTC DO?

The Work Opportunity Tax Credit helps targeted workers move from economic dependency into self-sufficiency as they earn a steady income and become contributing taxpayers, while participating employers are able to reduce their income tax liability.

HOW LARGE IS THE TAX CREDIT?

The maximum tax credit ranges from \$1,200 to \$9,600, depending on the employee hired.

National Contact:

U.S. Department of Labor
 Employment and Training Administration
 200 Constitution Avenue, NW
 Washington, DC 20210
 P: 202.693.2786

State Contact:

Please refer to [Appendix 3-G: State Work Opportunity Tax Credit Coordinators](#).

Additional Resources:

U.S. Department of Labor, *State Work Opportunity Tax Credit Coordinators*
http://www.doleta.gov/business/incentives/opptax/State_Contacts.cfm

U.S. Department of Labor, *National and Regional Work Opportunity Tax Credit Coordinators*
http://www.doleta.gov/business/incentives/opptax/Regional_Contacts.cfm

U.S. Department of Labor, *Tips for Applying*
http://www.doleta.gov/business/incentives/opptax/pdf/Tip_Submitting_Application.pdf

U.S. Department of Labor, *Work Opportunity Tax Credit Target Group Eligibility Chart*
http://www.doleta.gov/business/incentives/opptax/pdf/Target_Group_Eligibility.pdf

U.S. Department of Labor, *Work Opportunity Tax Credit Employer's Guide*
http://www.doleta.gov/business/incentives/opptax/pdf/WOTC_Employer_Guide.pdf

U.S. Department of Labor, *Work Opportunity Tax Credit Application Methods*
http://www.doleta.gov/business/incentives/opptax/PDF/WOTC_Submission_Processes_by_State.pdf

U.S. Department of Labor, *Work Opportunity Tax Credit Program Brochure*
http://www.doleta.gov/business/incentives/opptax/PDF/employers_wotc_program_brochure.pdf

MINIMUM WAGE LAWS

Minimum wage laws in the United States are complicated and have many exceptions and variations. There are both federal and state minimum wage laws, yet each state sets its own minimum wage level, which may be the same, higher or lower than the federal minimum wage. In general, where federal and state laws have different minimum wage rates, the higher standard applies.

FEDERAL & STATE MINIMUM WAGE

<http://www.wagehour.dol.gov>

The federal minimum wage provisions are contained in the Fair Labor Standards Act. The federal minimum wage is \$7.25 per hour effective July 24, 2009. Many states also have minimum wage laws. Some state laws provide greater employee protections; employers must comply with both. State minimum wage data is available online at <http://www.dol.gov/whd/minwage/america.htm>.

AL: NONE	AK: \$9.75	AZ: \$8.05	AR: \$8.00	CA: \$10.00	CO: \$ 8.31	CT: \$9.60	DE: \$8.25	DC: \$11.50	FL: \$8.05
GA: \$5.15	HI: \$8.50	ID: \$7.25	IL: \$8.25	IN: \$7.25	IA: \$7.25	KS: \$7.25	KY: \$7.25	LA: NONE	ME: \$7.50
MA: \$10.00	MD: \$8.75	MI: \$8.50	MN: \$9.50	MS: NONE	MO: \$7.65	MT: \$8.05	NE: \$9.00	NV: \$8.25	NH: \$7.25
NJ: \$8.38	NM: \$7.50	NY: \$9.00	NC: \$7.25	ND: \$7.25	OH: \$8.10	OK: \$7.25	OR: \$9.75	PA: \$7.25	PR: \$7.25
RI: \$9.60	SC: NONE	SD: \$8.55	TN: NONE	TX: \$7.25	UT: \$7.25	VT: \$9.60	VA: \$7.25	WA: \$9.47	WV: \$8.75
WI: \$7.25	WY: \$5.15								

National Contact:

U.S. Department of Labor
 Wage and Hour Division
 200 Constitution Avenue, NW
 Washington, DC 20210
 P: 866.487.9243

Additional Resources:

U.S. Department of Labor, *Federal Minimum Wage Laws Website*
<http://www.dol.gov/esa/whd/flsa/>

CAREER RESOURCES FOR THE DISABLED

The following organizations provide information designed to help specific groups of people with overcoming disability challenges related to employability. Visit your local library or American Job Center for information on additional organizations associated with specific groups or needs.

AMERICAN COUNCIL OF THE BLIND

<http://www.acb.org>

The American Council of the Blind is a national membership organization established to promote the independence, dignity, and well-being of blind and visually impaired people in the United States. Through numerous programs and services, the American Council of the Blind enables blind people to live and work independently and to advocate for their rights.

National Contact:

American Council of the Blind
 1155 15th Street, NW, Suite 1004
 Washington, DC 20005
 P: 202.467.5081

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

<http://www.eeoc.gov>

The Equal Employment Opportunity Commission enforces laws that make discrimination illegal in the workplace. The commission oversees all types of work situations including hiring, firing, promotions, harassment, training, wages, and benefits.

National Contact:

Equal Employment Opportunity Commission
131 M Street, NE
Washington, DC 20507
P: 202.663.4900

NATIONAL COUNCIL ON DISABILITY

<http://www.ncd.gov>

The National Council on Disability is an independent federal agency making recommendations to the President and Congress of the United States on policies affecting Americans with disabilities.

National Contact:

National Council on Disability
1331 F Street, NW, Suite 850
Washington, DC 20004
P: 202.272.2004

NATIONAL COUNCIL ON THE AGING

<http://www.ncoa.org>

The National Council on the Aging is a national voice for older adults – especially those who are vulnerable and disadvantaged – and the community organizations that serve them. The National Council on the Aging also provides resources and assistance to those individuals in need of referral.

National Contact:

National Council on the Aging
1901 L Street, NW, 4th Floor
Washington, DC 20036
P: 202.479.1200

NATIONAL FEDERATION OF THE BLIND

<http://www.nfb.org>

The National Federation of the Blind is a national organization that serves as an advocate for change and centralized repository and dissemination source of reference and referral information for the blind and those individuals and agencies assisting them.

National Contact:

National Federation of the Blind
1800 Johnson Street
Baltimore, MD 21230
P: 410.659.9314

NATIONAL ORGANIZATION ON DISABILITY

<http://www.nod.org>

The National Organization on Disability is a nonprofit organization dedicated to the advancement of resources and assistance for the disabled through legislative reform and information dissemination. The National Organization on Disability can provide assistance with obtaining information on employment opportunities, transportation, and other considerations for people with disabilities.

National Contact:

National Organization on Disability
 910 Sixteenth Street, NW, Suite 600
 Washington, DC 20006
 P: 202.293.5960

U.S. DEPARTMENT OF JUSTICE | AMERICANS WITH DISABILITIES ACT INFORMATION LINE

<http://www.ada.gov>

The U.S. Department of Justice's Americans with Disabilities Act Information Line permits businesses, state and local governments, or others to call and ask questions about general or specific Americans with Disabilities Act requirements including questions about the Americans with Disabilities Act Standards for Accessible Design.

National Contact:

U.S. Department of Justice
 Disability Rights Section
 950 Pennsylvania Avenue, NW
 Washington, DC 20530
 P: 800.514.0301

U.S. DEPARTMENT OF LABOR | OFFICE OF DISABILITY EMPLOYMENT POLICY

<http://www.dol.gov/odep>

The U.S. Department of Labor's Office of Disability Employment Policy works to create policies to ensure that people with disabilities are fully integrated in the workforce.

National Contact:

U.S. Department of Labor
 Office of Disability Employment Policy
 200 Constitution Avenue, NW, Room S1303
 Washington, DC 20004
 P: 202.693.7880

STATE & FEDERAL GOVERNMENT EMPLOYMENT OPPORTUNITIES

Previously incarcerated individuals and those with criminal convictions receive no special consideration when applying for employment with state or federal governments. The application and selection procedures for state jobs follow state guidelines, while federal jobs are governed by the rules and guidelines of the Office of Personnel Management.

OFFICE OF PERSONNEL MANAGEMENT

<http://www.opm.gov>

The Office of Personnel Management manages the civil service of the federal government, coordinates recruiting of new government employees, and manages their health insurance and retirement benefits programs.

National Contact:

Office of Personnel Management
 1900 E Street, NW
 Washington, DC 20415
 P: 202.606.1800

Additional Resources:

Occupational Outlook Quarterly, *How to Get a Job in the Federal Government*
<http://publications.usa.gov/USAPubs.php?PubID=1338>

EMPLOYMENT ELIGIBILITY CONSIDERATIONS

U.S. CITIZENSHIP AND IMMIGRATION SERVICES

<http://www.uscis.gov>

Citizens and non-citizens must be prepared to provide employers with documentation to verify identity and lawful employment authorization. U.S. Citizenship and Immigration Services of the U.S. Department of Homeland Security requires employers to complete Form I-9 to document verification of the identity and employment authorization of each new employee hired after November 6, 1986, to work in the United States.

National Contact:

U.S. Citizenship and Immigration Services
111 Massachusetts Avenue, NW
Washington, DC 20529
P: 800.375.5286

Additional Resources:

U.S. Citizenship and Immigration Services, *Employment Eligibility Verification - Form I-9 - English*
<http://www.uscis.gov/files/form/i-9.pdf>

U.S. Citizenship and Immigration Services, *Employment Eligibility Verification - Form I-9 - Spanish*
http://www.uscis.gov/files/form/i-9_spanish.pdf

COMPANIES WHO HIRE EX-OFFENDERS

Ex-offenders should assume that employers will hire them if they are a good match for their needs. Limiting a job search to employers that are perceived to hire ex-offenders can limit wages and job prospects. Ex-offenders should focus on finding employers who are a good match for their skills, experience, and career goals. Treating an employment search like a job and spending at least 8 hours a day at it are vital to any successful job search. A list of employers known to actively recruit and employ ex-offenders is available within [Appendix 3-H: Companies Who Hire Ex-Offenders](#).

TEMPORARY EMPLOYMENT AGENCIES

Temporary employment agencies are a good way for anyone to quickly get employed and acquire work experience. With temporary employment agencies, individuals work for the agency which, in turn, places them on temporary assignments with their clients. While most companies primarily recruit individuals for temporary or part-time positions, many of them also have temporary-to-permanent programs. With most agencies, individuals work three or four months with one employer in the hopes of being hired for a full-time position once their contract expires and all of the performance expectations have been met. Some of the most prominent agencies are Kelly Services, Labor Finders, and Manpower.

National Contact:

Kelly Services
999 West Big Beaver Road
Troy, MI 48084
P: 248.362.4444
I: <http://www.kellyservices.com>

Manpower Group
100 Manpower Place
Milwaukee, WI 53212
P: 414.961.1000
I: <http://www.manpower.com>

Labor Finders International, Inc.
11426 North Jog Road
Palm Beach Gardens, FL 33418
P: 561.627.6502
I: <http://www.laborfinders.com>

NATIONAL EMPLOYMENT ADVOCACY/PRACTITIONER ORGANIZATIONS

NATIONAL CAREER DEVELOPMENT ASSOCIATION

<http://www.ncda.org>

The National Career Development Association (NCDA) provides professional development, publications, standards, and advocacy to practitioners and educators who inspire and empower individuals to achieve their career and life goals.

NCDA provides programs and services for career development professionals and for the public involved with or interested in career development, including, but not limited to, professional development activities, publications, research, general information, professional standards, advocacy, and recognition for achievement and service. NCDA provides a voice for thousands of members who deliver career services to diverse groups in a broad variety of settings and to their clients. NCDA maintains a comprehensive web site of information, resources and tools for career development professionals and the public through their website.

Additionally, the National Career Development Association maintains an excellent list of internet sites for career planning. This list is available in [Appendix 3-I: Internet Sites for Career Planning](#) or by visiting their website.

National Contact:

National Career Development Association
305 North Beech Circle
Broken Arrow, OK 74012
P: 866.367.6232

NATIONAL H.I.R.E. NETWORK

<http://www.hirenetwork.org>

Established by the Legal Action Center, the National Helping Individuals with Criminal Records Re-enter through Employment Network is both a national clearinghouse for information and an advocate for policy change. The goal of the National H.I.R.E. Network is to increase the number and quality of job opportunities available to people with criminal records by changing public policies, employment practices and public opinion. The National H.I.R.E. Network also provides training and technical assistance to agencies working to improve employment prospects for people with criminal histories.

National Contact:

National H.I.R.E. Network
Legal Action Center
225 Varick Street
New York, NY 10014
P: 212.243.1313

Additional Resources:

National H.I.R.E. Network, *Resources, Information & Assistance Clearinghouse*
<http://www.hirenetwork.org/clearinghouse>

National H.I.R.E. Network, *Publications Catalog*
<http://www.hirenetwork.org/content/publications>

VOLUNTEER OPPORTUNITIES

Networkforgood.org, 1-800-Volunteer.org, and VolunteerMatch.org are internet-based services that connect volunteers with nonprofit and public sector organizations around the country. Volunteers enter a zip code or indicate the geographic area in which they would like to work, and the programs list organizations that could use their help.

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE

<http://www.nationalservice.gov>

The Corporation for National and Community Service is a government organization geared towards matching jobseekers and volunteers with community service jobs. The Corporation for National and Community Service

organizes and oversees AmeriCorps, SeniorCorps, Learn and Serve America, Martin Luther King, Jr. Day events and many other programs designed to expand community service and volunteerism within the United States and around the world.

National Contact:

Corporation for National and Community Service
1201 New York Avenue, NW
Washington, DC 20525
P: 202.606.5000