



Before You Apply

There are steps an ex-offender job seeker should take before applying for jobs. Before you start your job search, use this helpful checklist to see if you have completed all of the necessary steps to be successful.

Have you...

- Applied for a Certificate of Rehabilitation (**Certificate of Relief from Disabilities** or **Certificate of Good Conduct**) if you are eligible to do so?
- Requested a copy of your **rap sheet** (criminal history) to check for errors?
- Prepared or updated either your **resume** or **fact sheet** with all of the places and dates of where you have worked in the past?
- Collected all of the **documents** you will need for employment, such as a driver's license or non-driver identification card?
- Registered with the nearest **Career Center** for employment assistance?
- Used career development tools like **JobZone** to think about what kind of work you want to do and what skills you may need?
- Determined whether or not you will need more **school or training** to get the type of job you want?
- If you do need more school or training, have you identified a **school or training program** you are interested in that will allow you to attend based on your criminal history? Also, most schools will require that you take the Test of Adult Basic Education (TABE) and meet with a student affairs official before being accepted.
- Checked to see if there are any **restrictions** to getting the job or license you want based on your criminal history?
- Learned about hiring incentives for businesses such as the **Federal Bonding Program** and the **Work Opportunity Tax Credit** so that you can give this information to businesses before a hiring decision is made?

Need help?

If you have checked all or most of the steps in this checklist, you should be well prepared to start your job search.

You can get help with your job search at any of the **Career Centers** in New York State. A complete list of all Career Centers with hours and contact information is available online:

<http://labor.ny.gov/workforcenypartners/osview.asp>

You can also contact the **Special Populations Unit** for assistance at any time by calling (518) 485-2151 or emailing SpecialPopulations@labor.ny.gov.