



WORKFORCE SOLUTIONS

Texoma

A proud partner of the *americanjobcenter* network

Right Your Path

BACKGROUND ISSUES? HOW TO GET THAT JOB!

Workforce Solutions Texoma is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Individuals with speech and/or hearing impairments may call 711 for assistance.

Right Your Path

What is the best way to approach a possible employer when you have something you *think* may keep you from getting a job? Things like...

- Poor Credit
- Criminal History – *Do you know what shows up?*
- Lack of Employment History



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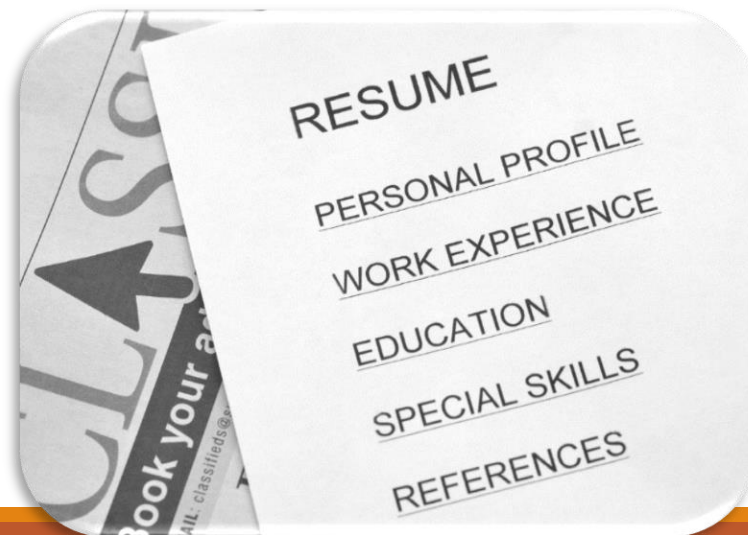
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Right Your Path cont.

There are several ways to highlight your valuable and positive skills to an employer that will keep them open to hiring you... Even if the skills came from negative situations.

- Resume (*everyone can have a resume!*)
- Application
- Interview



Technology

HOW you get a job changes as technology changes.

Currently, most employers want you to fill out applications online.

Using the Internet is easier for the employer but not necessarily for the job seeker. That is why it is very important to tell employers about as many skills as you have... **all** skills are transferable to many different types of jobs.



Figuring out your skills

People usually don't give themselves enough credit for knowing as many skills as they do.

Example- "I don't know how to use a computer."

Do you know how to:

- 'Surf the web'? – that's researching via the internet
- Send, receive or read email or chat?
- Play solitaire or computer games?
- Use Microsoft Word?



If you know how to do any **ONE** of these things, then you are able to use the 'mouse', and you have personal computer experience/skills. That is really all you need to know in order for most employers to be able to train you on their computer system.

How can you figure out all the skills you **do** have?

Skills Bubble

A Skills Bubble is a way to see how many skills you **DO** have... even if you have been incarcerated or have never had a **'paying'** job.

Remember, you do not have to have been paid money for doing a job in order to use that experience and those skills on an application.

To do this, you start with one center job/experience like mowing a yard (landscaping)...

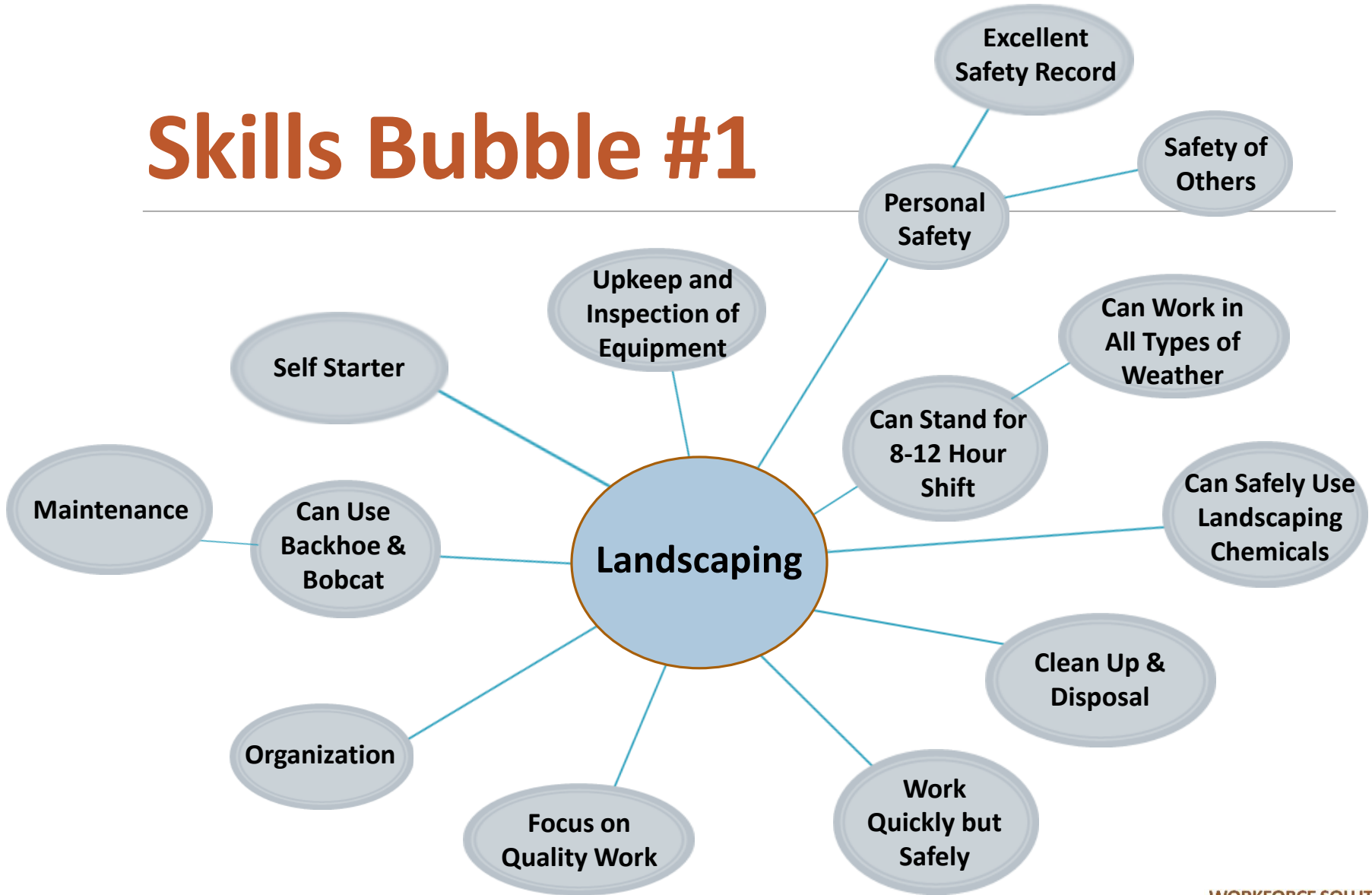


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Skills Bubble #1

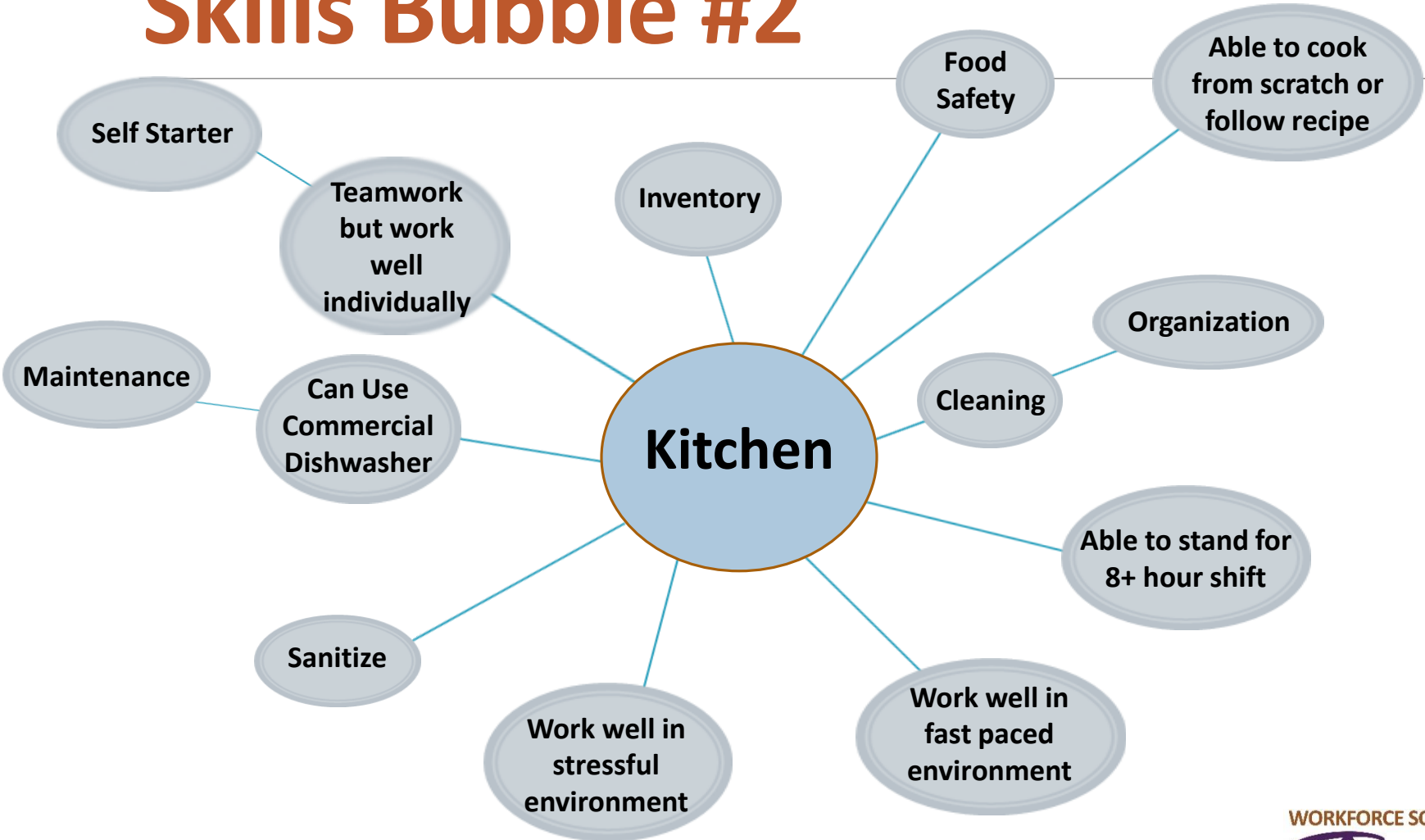


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Skills Bubble #2



Approaching a possible employer with poor credit or job history

Poor Credit

- Know your credit history!
 - Free credit report at [AnnualCreditReport.com](https://www.annualcreditreport.com)
- **Why** do you have bad credit? Personal Reasons, Irresponsible Behavior, Identity Theft
 - Employers may see your bad credit in a different way (personal reasons – out of work for an extended period of time/car wreck/medical), identity theft or even past irresponsible behavior **if** you can show actions you are actively taking to improve your credit.
- Ask the employer for consideration. Your job history may prove you are responsible.
- Focus on your qualifications for the job. They may outweigh your credit score.
- You may only want to bring it up if an employer states they will do a credit check.
- Always be prepared: Have a short explanation of what you will say if an employer asks about your credit.

No Job History or Gap in Employment

- Did you mow yards, babysit, care for family, help out at church or the family farm?
- Did you volunteer? (*important to mention even with a job history*)
- Community Service? (*important to mention even with a job history*)

Approaching a possible employer with a criminal history

Criminal History

- Incarcerated - Did you work while in the facility?
 - Laundry, kitchen, field work, maintenance, library, forklift
 - Did you earn any certificates or licenses?
- On an application, list:
 - The facility as the employer
 - Pay as \$0, and
- Reason for leaving as 'Discharge of Sentence' or 'Transferred', if you were transferred to another facility

If you are applying to a company whose policy is '**Criminal History on a Case by Case basis**', then what does it matter? You don't want to look like you're lying or trying to hide something by leaving that information off. It also shows that you aren't afraid of working!

Application

If an employer says **'case by case'** for misdemeanors/felonies, be truthful. **'Case by case'** usually means **'what's your attitude?'**.

Even the words **'subject to criminal background check'** do not always mean **'no criminal history'** required. Sometimes it only means – are you honest?

Always put the year of the charge(s) – the more time that has passed, the better it looks for you.

- ▶ If your charge involved family, remember to add the word family.

Wording, wording, wording! It is extremely important...

- On an application, phrases like, **"Do you have something in your background in the last 3 years?"** You might think, well no, it was 4 years ago... then you might be tempted to answer 'no' and move on, but when an employer pulls your history and they see something, even at an older date, they might think you are trying to hide something... even if you weren't.
- So the correct answer to this question is **'no'** BUT in the 'if yes, please explain' section **simply write a one or two word answer and the date(s)**. Most employers want to know all charges or, at least, the most serious ones.

Application

School: Even if you did not finish, list the dates or grades you attended. If it asks what subjects you took, answer 'General'

You can list all of your jobs and skills on applications, even if they are in different towns or states.

Use numbers/facts, if you can:

- Cooked for 85 people three times a day
- Changed oil in 20 cars a day
- Able to double production within a week



Call the employer within 24 hours after you submit an **online application** to make sure the application, and any assessments you completed during the application process, were received.

SKILLS:

Baker/Kitchen Help

- Lead baker over a crew of five
- Supplied all baked goods, three times a day for a population of 1500 people.
- Kept bakery utensils, equipment and work area cleaned.
- Mixed and baked ingredients according to recipes to produce breads, pastries and other baked goods
- Moved and distributed bakery supplies and products in and around production area of bakery using hand-trucks, dollies, troughs and rack trucks

Certified Welder

- Certified AWS in 3G and 4G positions Stick welding
- Knowledge in MIG and Flux Core welding
- Completed Trinity Valley Community College Welding Course
- Have obtained approximately 1800 hours in Department of Labor's Apprenticeship Program for Combination Welder

Green House/Nursery Work

- Certificate in Horticulture - chemical mixtures, seedlings and grafting
- Landscaping with emphasis in rock work
- Filled shipping and custom orders for large and local companies
- Knowledge in placement of retaining walls to stop soil erosion

Brick/Concrete Work

- Applied hardening and sealing compounds to cure surface of concrete, and waterproofed and restored surface.
- Cut metal division strips and pressed them into terrazzo base so that top edges formed desired design and pattern.
- Removed damaged tile, brick and mortar and prepared installation surfaces, using pliers, chipping hammers, chisels, drills and metal wire anchors.
- Calculated angles and courses and determined vertical and horizontal alignment of courses.
- Broke and cut bricks, tiles and blocks to size, using trowel edge, hammer and power saw.

Skills Only Resume

Best Candidate

428 Parks & Wildlife Rd. ■ Sherman, TX 75090

903-555-5555

hardworker@gmail.com

Jobs Resume

EXPERIENCE:

House of Blues

Janitor/Field Work

Janitor:

- Swept, mopped and scrubbed hallways, stairs and office space
- Emptied, cleaned and sanitized garbage containers
- Notified management concerning and needs for major repairs

Field Work:

- Maintained grounds for vegetable cultivation
- Cleared fence lines of all debris
- General agriculture harvesting by hand

Navasota, TX

2/05 to 6/08

Tim Randallake

Mover

- Moved customers' personal house hold items taking care not to damage
- Short hauls including state to state transport
- Cataloged, sorted and logged all items for inspection

Denison, TX

10/01 to 6/04

Denison Inspection

Production

- Poured molten metal into mold machine using automated ladle
- Preheated die sections with torch and electric heater
- Inspected castings and core slots for defects, using fixed gauges
- Cleaned and lubricated casting machine and dies, using air hose and brushes.
- Loaded aluminum bars into melting furnace
- Activated machine start-up switches to grind, lap, deburr and cut workpiece
- Built forms, and mixed and poured cement to form garden borders

Denison, TX

4/99 to 3/00

EDUCATION:

Windham Electrical Trade

420 hours

Navasota, TX

2008

GED at Denison High School

Denison, TX

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Interview



Smile!

It makes you more approachable and hireable to an employer!

A lot of people **'talk'** themselves out of a job.

- When an employer asks if you have a criminal history, say 'yes' and ask them, "What would you like to know?"

Employers believe non-verbal clues and how something is said more than what is actually being said - be confident!

How to Present Yourself During an Interview

Dress to impress – a blue shirt is said to be best and black or brown pants

Go alone – no children, friends or family

Research – Use the internet to learn what the company does

NO CELL PHONES!!! Turn it off – **not vibrate**

Be about 15 mins early – but no more than 30 minutes

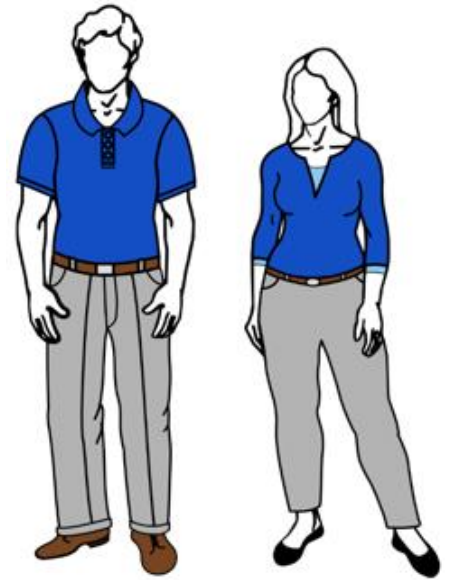
Be polite – to **EVERYONE** you see as you go from the parking lot to the building

Shake employers hand – firm traditional handshake

Take paper and a pen – be prepared!

Copies of resume & references – try to take at least three copies of each

SMILE!!! Smiling makes you approachable and employers are more likely to hire someone who is friendly and will get along with the employees they already have.



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Fidelity Bonding

WHAT IS FIDELITY BONDING?

- ❖ An incentive for employers to hire qualified at-risk applicants or employees seeking advancement or to maintain employment.
- ❖ Insurance to protect against employee dishonesty such as larceny, embezzlement, forgery, and theft.
- ❖ Issued at NO cost to the employer, with NO deductible, NO special application, NO papers to submit, NO Federal regulations covering bonds issued.
- ❖ No bond approval processing—staff instantly issues bonds to employers.
- ❖ Issued for a six-month period. Afterward, if no claim made against the bond, the at-risk applicant is bondable through regular channels.
- ❖ Courtesy bonds are issued at the \$5,000 level, but may also be available at higher levels of coverage, if appropriate.
- ❖ Job seeker must have offer of employment before a Fidelity Bond can be issued.

Fidelity Bonding cont.

WHO DOES IT COVER?

- ❖ Public Assistance Recipients
- ❖ Recovering substance abusers—persons rehabilitated through treatment
- ❖ Dishonorably discharged from the military
- ❖ Persons lacking a work history who are from families with low income
- ❖ Anyone who has been on parole or probation and anyone with a police record
- ❖ Applicants with poor credit histories

www.bonds4jobs.com

Cheat Sheet Application



Fill out the application like it's for your dream job.

- Check the Internet for previous employment's addresses, phone numbers, zip codes.
- Have someone help you.
- Spend days working on it to make sure it is perfect.
- Leave no blanks!

You only have to work this hard on it **once**, then you can use it as a cheat sheet to help you fill out all your other applications. Now, you will be confident when turning in your other applications and be able to fill them out much faster.

If you can't remember your start and end dates, that's okay!

- **Call** one or two of your old jobs, ask them to tell you your start and end dates. That will make it easier to plug in your other jobs.

Once complete, call Workforce Solutions Texoma. We can look it over and give you feedback.

Pro-tip: once you complete it, take a picture of the front and back so you will always have it in your phone to use in completing future applications.

- Mark the pictures on your phone as favorites so you can easily find them.

LOCATIONS

COOKE COUNTY

1311 North Grand Ave.
Suite 200
Gainesville, TX 76240
940-665-1121

FANNIN COUNTY

1205B E. Sam Rayburn Dr
Bonham, TX 75416
903-640-0222

GRAYSON COUNTY

2415 South Austin Ave.
Suite 105
Denison, TX 75020
903-463-9997

1-888-813-1992

www.workforcesolutionstexoma.com

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