

**Quick  
Reference Guide  
Education and Training Referral  
Project H.O.P.E.**

**HELPING OFFENDERS  
PURSUE EXCELLENCE**

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**Of the following agencies:**

**The United States Attorney's Office,  
Southern District**

**Kenyen Brown, U.S. Attorney**

**Bishop State Community College**

# Career Planning Guide for Ex-offender Job Seekers

## I. Assess Yourself:

- a. Survey – Know Your Skills – what you can do
- b. Soft Skills (attendance, punctuality, avoid conflicts) Match Your Skills to Occupations

## II. Job Search – begin your job search at the following sites:

- a. Alabama Career Center – (251) 461-4146
- b. Mobile Works – (251) 461-4146
- c. AIDT – (251) 432-3336
- d. Second Chance Staffing – (251) 341-5655

## III. Gather Documents

1. Resume
2. State of Alabama ID Card (non-driver's license or license)
3. Social Security Card
4. Create Cheat Sheet (previous work experience, references, dates)
5. Names and addresses of previous employers
6. Names of Schools attended
7. Dates Attended

## IV. Apply Weekly

1. Get a small notebook and take notes of contacts
2. Minimum 3 positions weekly
3. Keep record of all applications submitted
4. Keep records – dates- who you spoke with
5. Computers available at Alabama Career Center and Mobile Public Library

## Two Steps Candidates should take to Begin their Job Search:

1. **Research** the industry you wish to work in (determine requirements for the job you want, educational requirements, experience requirements, etc.)
  - o Seek employment in areas where you are less likely to receive resistance (federal contracts, contact with children, certain health services occupations, and employment with firms providing security services, handling of cash/expensive merchandise).
  - o Develop Networking opportunities before you get out (church, probation officer, etc.)
  - o Enroll in Intermediary Agency Programs (Career Center, Ready-to-Work Training Programs).

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## **2. Be Prepared:**

- Attitude 40 percent
- Image and Appearance 25 percent
- Communication (verbal/non verbal) 25 percent
- Job Qualifications 10 percent

### **Attitude**

1. Be Confident and enthusiastic
2. Have Knowledge of and interest in the employer
3. Concentrate on being credible
4. Be motivated and on time (arrive 15 minutes early)

### **Image and Appearance**

#### **Dress for Your Industry (conservative)**

1. Cover Tattoos
2. Keep Jewelry to a minimum
3. Wear a Belt; no sagging pants
4. Do not wear shirts that identify your personal views (church, political, sports)
5. Wear crisp, ironed, clean clothes (no wrinkled, baggy clothing)
6. No athletic wear such as sweats, t-shirts, sneakers; house slippers
7. No Excessive cologne/perfume or after-shave
8. Facial grooming (shaved, etc.); Know industry requirements
9. Hair, (combed, neat, clean)
10. Avoid excessive piercings
11. No night club wear (low-cut, sheer tops); no pajamas;

### **Communication**

1. Practice before you begin the process
2. State your legal name and position you're applying for
3. Emphasize a positive attitude

4. Make Eye Contact
5. Good Posture (relaxed, open, and confident)
6. Don't Fidget
7. Pleasant Facial Expression
8. Firm handshake
9. Be honest about your background, be brief, and move on.
10. Turn phone **OFF** during interview process

# Local Educational and Training Providers

## **Two-Year Community Colleges:**

Alabama Aviation Center of Mobile

[www.escc.edu](http://www.escc.edu)

(251) 438-2816

Bishop State Community College

[www.bishop.edu](http://www.bishop.edu)

(251) 405-7000

Enterprise State Community College-Alabama Aviation Center at Mobile

[www.escc.edu](http://www.escc.edu)

(251) 438-2816

Faulkner State Community College

[www.faulknerstate.edu](http://www.faulknerstate.edu)

(251) 580-2102

## **Four-Year Colleges and University**

Public (state) institutions:

University of South Alabama

[www.southalabama.edu](http://www.southalabama.edu)

(251) 445-9421

**Private institutions:**

Faulkner University

[www.faulkner.edu/admissions/mobile/](http://www.faulkner.edu/admissions/mobile/)

251-380-9090

Springhill College

[www.shc.edu](http://www.shc.edu)

(251) 380-4000

University of Mobile

[www.umobile.edu](http://www.umobile.edu)

(251) 442-2250



## **Adult Basic Education (GED):**

**Bishop State Community College (Carver Campus)**  
**(251) 662-5370**

- The assessment test is FREE.
- Picture ID. 17 year olds need a notarized Student Exit Interview from last high school. "Forms are available in the Adult Education Office or at the local high school.
- You will need to be there between 6:00 am – 6:30 am. Report to Room 2 in the Business Office Education Building on the [Carver Campus](#) Location (414 Stanton St., Mobile, Alabama 36617).
- Sign the clipboard in Room 2 and remain seated. Signs will be posted to direct you to the Room 2. Testing will begin at 7:30 am. **(The number of students assessed will be based on current Adult Education enrollment – usually no more than 15 students per day).**
- The days for the testing are on Mondays and Thursdays. The test will take 3-4 hours (procedures is the same on both days).

**Goodwill Easter Seals (Y.E.S.) – ages: 16-21**  
**(251) 375-9144 Ext. 205**

**\*Literacy Program (tutoring for reading)**

**Dearborn YMCA (serving out of school youth ages 16-21)**  
**(251) 432-4768**

## **Vocational Training and Job Search Providers:**

**Alabama Career Center**  
**515 Springhill Plaza Court**  
**Mobile, Alabama 36608**  
**(251) 461-4146**

The Alabama Career Center not only offers employment services, but also offers training programs through Mobile Works, adult basic education, vocational rehabilitation services through the Alabama Department of Rehabilitation Services and seasonal worker transition services offered through Telamon Corporation.

**Mobile Works**  
**515 Springhill Plaza Court**  
**Mobile, Alabama 36608**  
**(251) 461-4146**

**\*WIA- may provide funding for education and job training (must meet eligibility requirements)**

**AIDT**  
[www.aidt.edu](http://www.aidt.edu)  
**1854 9th St, Mobile, AL 36615**  
**(251) 432-3336**

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Saads Health Care  
[www.saadhealthcare.com](http://www.saadhealthcare.com)  
(251) 343-9600

Virginia College – Mobile  
[www.vc.edu/campus/mobile-alabama-college.cfm](http://www.vc.edu/campus/mobile-alabama-college.cfm)  
(251) 343-7227

DESI Career Training Center (serving out-of-school youth ages 16-21)  
[www.dearbornymca.org](http://www.dearbornymca.org)  
(251) 432-4768

Goodwill Easter Seals (Y.E.S.) – ages: 16-21  
[www.gesgc.org](http://www.gesgc.org)  
(251) 375-9144 Ext. 205

## Applying for Financial Aid for Post-Secondary Education

### FAFSA How Do I Apply for Aid?

You may choose any of these three methods to file a Free Application for Federal Student Aid (FAFSA):

- [Login](#) to apply online (Recommended) or
- Complete a PDF FAFSA (Note: PDF FAFSAs must be mailed for processing) or
- Request a paper FAFSA by calling us at 1-800-4-FED-AID (1-800-433-3243) or 319-337-5665. If you are hearing impaired, contact the TTY line at 1-800-730-8913.

### What Documents Do I need to Complete my FAFSA Application?

You will need records of income earned in the year prior to when you will start school. **You may also need records of your parents' income information if you are a dependent student.**

- Your Social Security Card. It is important that you enter your Social Security Number correctly!
- Your Driver's License (if any)
- Your most recent W-2 forms and other records of money earned
- Your (and if married, your spouse's) most recent Federal Income Tax Return (IRS 1040, 1040A, 1040 EZ)
- Foreign Tax Return or

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- Tax Return for Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Marshall Islands, the Federal States of Micronesia, or Palau
- Your Parents most recent Federal Income Tax Return (if you are a dependent student)
- Your most recent untaxed income records
- Your current bank statements
- Your current business and investment mortgage information, business and farm records, stock bond and other investment records
- Your alien registration or permanent resident card (if you are not a U.S. citizen)

To organize your information, you can print and complete a *FAFSA on the Web* Worksheet before you begin entering your information online. However, you are not required to do so. *FAFSA on the Web* will guide you through the questions that you must answer, and you can save your application and return to it later if you don't have the information you need to answer any of the questions.

**Keep these records! You may need them again. Do not mail your records to Federal Student Aid.**

## Am I Eligible for Financial Aid?

**In order to receive federal student aid there are requirements.**

The following is a list of **some** of the requirements:

- You must be a United States citizen or eligible noncitizen of the United States *with* a valid Social Security Number (SSN).
- You must have a high school diploma or a General Education Development (GED) certificate, or have completed homeschooling. If you don't, you may still be eligible for federal student aid if you were enrolled previously enrolled in a college or career school. Go to <http://studentaid.ed.gov/eligibility/basic-criteria> for additional information.
- You must enroll in an eligible program as a regular student seeking a degree or certificate.
- You must be making satisfactory academic progress.
- If you are a male between the ages of 18 and 25, you must register or already be registered with Selective Service. You must also register if you are not currently on active duty in the U.S. Armed Forces. If you are a citizen of the Federated States of Micronesia, the Republic of the Marshall Islands or the Republic of Palau you are exempt from registering (see [www.sss.gov](http://www.sss.gov) for more information).
- If you were convicted for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid (such as grants, loans, or work-study), you must complete the Student Aid Eligibility Worksheet to determine if you are *eligible for aid* or *partially eligible for aid*.
- You must not owe a refund on a federal grant or be in default on a federal education loan.
- You must have financial need (except for unsubsidized Stafford loans).

**Other requirements may apply. Contact the financial aid office at your college for more information.**