



# JOB SEARCH PREP CHECKLIST



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| <input type="checkbox"/> <b>1.</b> Apply for, order, and obtain Identification, Social Security Card, Birth Certificate, Voter Registration Card, etc.                              | <input type="checkbox"/> <b>6.</b> Create Thank You Letter, save to Thumb drive and Cloud drive, print ten copies                                |
| <input type="checkbox"/> <b>2.</b> Gather work history information by spending a couple of hours looking up and contacting former employers   | <input type="checkbox"/> <b>7.</b> Write or type list of ten jobs to apply for each week   |
| <input type="checkbox"/> <b>3.</b> Contact potential personal and professional references to kindly ask for their assistance and to verify what type of reference they will provide | <input type="checkbox"/> <b>8.</b> Apply for each job in-person and/or online as dictated by the business  |
| <input type="checkbox"/> <b>4.</b> Create a Resume, save to Thumb drive and Cloud drive, print twenty copies  | <input type="checkbox"/> <b>9.</b> Follow up in-person as permitted by each business with your resume in hand depending on each company's policy |
| <input type="checkbox"/> <b>5.</b> Create a Cover Letter, save to Thumb drive and Cloud drive, print twenty copies  | <input type="checkbox"/> <b>10.</b> Practice interviews with trusted friends or supportive associates prior to official interviews               |

# GATHERING WORK HISTORY INFORMATION

**Work gaps exist for many reasons including being fired, getting arrested prior to a shift resulting in termination, going to prison, leaving the state and not giving notice, stealing from the till, fighting with a co-worker or manager, and so on.**

**Prior to looking for a job after being released from incarceration and when on supervised probation a person must gather their work history information to make an updated resume and properly complete job applications.**

## Information to Gather and Tasks to Complete

- 1 Make a simple list of the places you have worked and an estimate of the year and month you were employed there.
- 2 Use internet search engines to find past employers. No excuses. Searching on the internet, getting telephone numbers, addresses, making calls, verifying locations, speaking with former co-workers; these tasks take less than two hours and can lead to getting a new job.
- 3 Determine which jobs are worthy of using on your new resume and on applications. Any job held more than four months, even if you were fired, is worth putting on a resume. Sometimes showing that you have been hired several times is positive information for potential employers because it shows that you are employable.
- 4 When possible, ask former supervisors what type of reference they will give employers who call. Based on their answer decide if it is worth putting the job on the resume or new applications.
- 5 If a business is closed, under new ownership, or has relocated, do not give up. Ask the new owners, call the corporate office of the closed business, or a former co-worker. Whatever will help you get the information you need to get a reference for a past job is well worth it.
- 6 As accurate information is obtained make sure to check off your list of past employers and references as you go. Also, call the businesses that are verified and give them a heads-up that potential employers may be calling to verify your past employment.
- 7 Remember to contact former jobs and employers at the appropriate time. Do not show up during lunch hour at a busy restaurant and expect to speak with a manager.
- 8 Take a deep breath, speak clearly and politely, and thank everyone you contacted for their time as this will be good practice for job searching and may lead to job ideas or even offers when least expected.

# REFERENCES: PERSONAL AND PROFESSIONAL

**1.** References are people other than relatives that are willing to vouch for your character to potential employers.

**2.** Reference information should include first and last name, current telephone number, home or business address, e-mail address, occupation, relationship to applicant, and years known.

**3.** Solid references include long term friends, current and former co-workers, long term family associates such as priests, doctors, school teachers, counselors, probation office employees, prison counselors, bus drivers, even a receptionist at a doctor's office you have visited regularly over the years.

**4.** You must call and speak with people you intend to use as references on job applications. It is polite and respectful to ask permission to use people you know as a reference. It is also important for you to know what a potential reference will say to employers when they call or e-mail them. It is good to know what a reference will say ahead of time to ensure they are indeed a solid reference.

**5.** References offer applicants the invaluable resource of having someone other than themselves vouch for them in a positive light to employers.

**6.** If a person refuses to be a reference, politely thank them for their time and move on. Much like being rejected for a job, the way you handle rejection from a potential reference is good practice in dealing with adversity and may lead to a change of heart from the potential reference in the future. Keep doors open and don't burn bridges.



## Who is Not a Reference

Family members, friends currently on probation, "ex-old ladies" and "ex-old mans", former employers that remember you from the time you were a no-call no-show six straight shifts, people you do not know that well, people who would like compensation or favors for a reference, and significant others or former partners.

# RESUME WRITING BASICS

A resume is the basic requirement when entering the job search field. Ultimately, a resume represents a job applicant when they are not present to do so themselves. A simple resume should include the following sections:

1. **Current contact information** including telephone number, address, and e-mail address
2. **List of “Soft Skills”** – your personality traits or qualities that make you appealing to employers.

*Examples of “Soft Skills” or “Transferable Skills” are: Cooperative, Punctual, Positive Attitude, Organized, Attention to Detail, Self-Motivated, Confident, Willing to Learn, and many others.*

3. **Three (3) previous jobs for work history.** Any jobs will do, including time spent as a babysitter for family members, stacking wood for your elderly neighbors, and hauling debris to the dump for your uncle each summer at the family farm.

*Examples of work history are shown on the next two pages on sample resumes. Include any job that you see fit if the length of employment, however short, has an explanation. Admitting you have been fired or terminated for cause is not necessarily bad as employers and people in general appreciate honesty.*

4. Any **completed education degrees** and all **current and valid certifications.**

*Examples: General Education Diploma, High School Diploma, Forklift Operator Certification, Food Handler’s Card, Notary Public, OSHA Certification, OLCC Server’s License, First Aid/CPR certification, etc.*

5. The basic rule for resume writing is: **Keep it Simple.** The resume should be easy for an employer to read so that you can talk with them while they glance at it. Be accurate and to the point, leaving plenty of white space on the page.



## **Todd Shaw**

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**OBJECTIVE:** Full-Time Employment

**SKILLS:** Positive Attitude, Attention to Detail, Cooperative, Willing to Learn, Punctual, Honest

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## **WORK HISTORY**

### **Orderly, Coffee Creek Correctional Facility, 2017**

- Monitored and maintained cleanliness of dormitory unit
- Stocked and organized cleaning supplies
- Responsible for deep cleaning of 150 bed area

### **Corridor Orderly, Coffee Creek Correctional Facility, 2016**

- Cleaned all staff bathrooms
- Maintained cleanliness of staff breakroom and Officer In-Charge office
- Trusted in security sensitive areas

### **Stage Operations Crew, Shakespeare Festival, 2011**

- Operated spotlight during productions
- Organized and placed set props including the placement of large and delicate materials as part of a cooperative team effort
- Pulled and placed seating arrangements based on each production in an efficient manner with sensitive timelines between plays

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## **EDUCATION AND CERTIFICATION**

G.E.D., Portland Community College, 2013  
Food Handlers Card valid through 2017

## Full Name

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## Address

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## Phone

## Email address

## Objectives

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## Skills

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## Work History

### Job/Position

### Company

### Year(s) Worked

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### Duties

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### Job/Position

### Company

### Year(s) Worked

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### Duties

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## Education/Certifications

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# COVER LETTER

A cover letter is a short three paragraph letter that gives you the chance to explain and list their qualifications in greater detail for the potential employer. The cover letter also offers you a chance to disclose criminal history and work gaps in writing rather than in person if that is preferred. Cover letters are also one more official piece of documentation that make you look professional and prepared when applying for jobs.