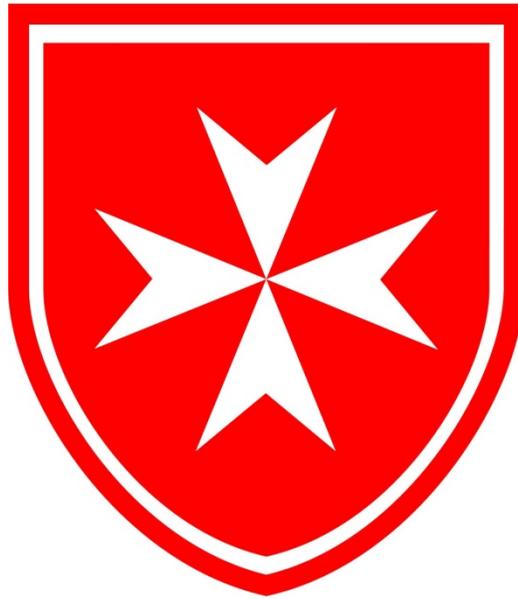


**FLORIDA EMPLOYMENT DIRECTORY**

**For the Benefit of Ex-Felons and The Homeless**

**Provided By**

**Order of Malta, American Association**



**Robert J. Fredericks, Ph.D., GCMOb**

**Chairman, North American Prison Ministry Apostolate**

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**2016**



## FORWARD

The Florida Employment Directory to Assist Ex-Felons and the Homeless is a listing of many national and Florida-based corporations that have an active program to hire ex-felons. One of the major considerations to regain a proper place in society after incarceration is the ability to obtain meaningful employment. Substantive employment provides a measure of self-confidence around which individuals create aspirations to develop their talents and acquire new talents. A lack of meaningful employment is a chief contributor to recidivism, and may lead to a loss of individual self-worth, which in turn can lead to greater and deeper social adjustment issues. Meaningful jobs offer a better possibility for a full and productive life, and this effort is designed to offer substantial assistance in finding those opportunities.

This research is the work prepared by the students of Barry University, Miami, FL, under the direction of Dr. Laura L. Finley, Ph.D., Associate Professor of Sociology and Criminology. This document does not include all possible positions for employment, but is a solid nucleus of many of the state's employment offerings targeted to ex-felons. The document is distributed by The Order of Malta, American Association, in an effort to facilitate ex-felons in their effort to form a meaningful societal foundation after incarceration. The directory is also available online at: [www.orderofmaltaamerican.org](http://www.orderofmaltaamerican.org), click on Prison Ministry, then click on Florida Employment Directory.

This material is compiled for use as needed and there are no agreements between the listed companies and the Order of Malta. The Order does not endorse one opportunity over another, it is only facilitating information.

Questions and comments may be directed to:

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Finally, thanks to all those working with incarcerated persons or recently released ex-felons as they work to improve their lives through gainful employment.

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## **HOW TO USE THIS GUIDE**

This guide was created to assist ex-offenders who are or have been recently released from incarceration as they seek to find employment in Florida. To the best of our knowledge, the companies listed in this guide will consider hiring persons with felony records.

Although corporate addresses and phone numbers are provided, most of these companies are franchises, and as such, applications and resumes should be, whenever possible, delivered to the specific franchise from which an offender seeks employment. Such addresses could not be included here, as most corporations have many, even hundreds. A search of the local phone book or on the Internet can reveal whether the listed corporations have a franchise in a specific location. Because each franchisee can set their own employment criteria, there is no guarantee that a particular location will hire people with felony records.

Further, whenever possible, interested persons are encouraged to submit applications online at the websites provided in this guide. Many employers only accept resumes and applications in that fashion. Public libraries offer free Internet for persons who hold library cards, and are generally staffed with people who can assist.

## **TOP CAREERS/JOBS FOR EX-OFFENDERS**

- 1) Construction.  
Many construction companies are small, which might allow applicants to share more of their interest and experience with the actual bosses, not Human Resources. Many positions require little formal education.
- 2) Landscaping.  
These companies also tend to be small and are typically in need of assistance. In Florida, the work can be year round and they tend not to require a lot of formal education.
- 3) Truck Driving.  
Many trucking companies hire ex-offenders, depending on how long ago the felony occurred and the type of offense. These are often high-paying jobs but do require time away from home. Many even help employees earn a Commercial Driver's License (CDL), which is required. For a list of trucking companies that hire ex-offenders, including their specific requirements regarding type of offense and time since it occurred, see <http://www.cdl101.com/trucking-companies-that-hire-felons/>
- 4) Fast Food.  
Although they may not offer much in terms of advancement, there are a lot of jobs in the fast food industry and many companies hire ex-offenders. Most of the fast food chains are franchises, so each individual restaurant makes its own decisions on hiring.
- 5) Newspaper Delivery Contractor.  
Most large newspapers hire contractors to deliver daily papers. The hours tend to be very early, but most do not conduct background checks on contractors. A great way to find these jobs is to use the search engine [www.indeed.com](http://www.indeed.com), and use the city or state where you live for the "where" box and in the "what" box put Newspaper Delivery Contractor.
- 6) Call Centers.  
Major companies like AT & T, Sprint, Verizon and Fed Ex operate call centers throughout the U.S. that often employ ex-offenders. These positions can be found by

using the search engine [www.indeed.com](http://www.indeed.com) and typing the city or state where you live in the “where” box and call centers in the “what” box.

7) Temp Agencies.

Although ex-offenders may not be eligible for all the jobs available, the big temp agencies typically have some positions for which someone with a felony record would be eligible. The following list provides the websites for the biggest temp agencies in the U.S. All allow interested individuals to search for positions.

Labor Ready: <http://www.laborready.com/>

Kelly Services: [http://www.kellyservices.us/US/Careers/#.VMiZr2jF\\_UU](http://www.kellyservices.us/US/Careers/#.VMiZr2jF_UU)

Manpower: <http://www.manpower.us/en/Job-Seekers.htm>

Aerotek: <https://www.aerotek.com/>

PrideStaff: <http://www.pridestaff.com/>

Spherion: <http://www.spherion.com/job-seekers/>

Elite Staffing:

[http://webconnect3.sendouts.com/cn\\_frame.aspx?id=elitestaffing&siteid=webconnect&group=elitestaffing&key=cn&cnid](http://webconnect3.sendouts.com/cn_frame.aspx?id=elitestaffing&siteid=webconnect&group=elitestaffing&key=cn&cnid)

## NATIONAL COMPANIES WITH LOCATIONS IN FLORIDA

### General Tips:

- 1) Search at [www.indeed.com](http://www.indeed.com) with the word felony in the “what” box and the city or state in which you wish to be employed in the “where” box. This will reveal a list of available positions that mention whether they hire ex-offenders and any specifications on the type of offenses, etc.
- 2) Many corporations seek to hire military veterans, so if you have served, highlight that on your application and in your resume.

Corporate Name: Aamco, provider of transmission services for automobiles

Type of Corporation: Automotive supplies

Address: 1900 Summit Tower Blvd, Orlando, FL 32810

Phone :(321) 263-2200

Website: [http://www.aamco.com/career\\_opportunities\\_information.asp](http://www.aamco.com/career_opportunities_information.asp)

Contact: Michael Burkheimer (267) 464-7254; [mburkheimer@aamco.com](mailto:mburkheimer@aamco.com)

Corporate name: Ace Hardware, hardware retail store positions.

Type of Corporation: Hardware sales

Address: 2200 Kensington Ct., Oak Brook, IL, 60523

Phone: (630) 990-6600

Website: <http://www.acehardware.com/category/index.jsp?categoryId=34453516>

Corporate name: Alamo, provider of car rentals. Customer service agent and car-cleaner positions.

Type of Corporation: Automobile rentals

Address: 600 Corporate Park Drive, St. Louis, MO, 63105

Phone: (314) 512-5000

Fax: (314) 512-4706

Locations nationally and in Ft. Lauderdale and Miami.

Link for open jobs: <https://nationalalamo-erac.icims.com/jobs/intro?hashed=0>

Corporate name: Albertsons, stocking, food preparation, customer service and other positions available.

Type of Corporation: Grocery Store

Address: 950 NE 50th St, Oakland Park, FL 33334  
Phone: (954) 491-0551  
Website: <http://www.albertsons.com/our-company/employment-positions/>

Corporate name: Allied van lines, driver positions for persons with Commercial Driver's Licenses  
Type of Corporation: Transportation/moving  
Address: 6825 NW 16th Terrace, Fort Lauderdale, FL 33309  
Phone : (800) 444-6787  
Apply at: <https://www.allied.com/driver-opportunities.aspx>

Corporate name: Apple Inc., retail/customer service positions available at 23 Florida locations.  
Type of Corporation: Technology creation and retailer  
Address: 1 Infinite Loop, Cupertino, CA 95014  
Phone: (408) 996-1010  
Website: <https://www.apple.com/jobs/us/>

Corporate name: Applebee's, food prep, cook, host, and server positions available.  
Type of Corporation: Restaurant  
Address: 11201 Renner Blvd., Lenexa, KS 66219  
Contact: Michael Archer (913) 890-0100  
Website: <http://www.applebees.com/about-us/work-with-us>

Corporate Name: Aramark, cook and distribution positions available.  
Type of Corporation: Food service provider  
Corporate Address: 1101 Market St. Philadelphia, PA, 19107  
Home Office Phone: 215-238-3000  
Contact for Ex-felon: Melissa Hess  
Email: hess-melissa@aramark.com  
Website: <http://www.aramark.com/careers>

Corporate name: AT&T, call center, service, and installation positions.  
Type of Corporation: Telecommunications provider and retailer  
Address: 208 S. Akard St., Dallas, TX 75202  
Phone: (210) 821-4105  
Search by state and job types at: <http://connect.att.jobs/>

Corporate Name: Avon  
Type of Business: Makeup distribution  
Address: 1345 Ave of the Americas NY.10105

Phone: 212-282-5000

Contact For Ex-Felon: Customer Care (To Be Representatives)

Phone number: 513-551-2866

Website: <http://www.avoncompany.com/careers/>

Avon Representatives will be working independently. They will be working their own business.

Corporate name: Bahama Breeze, cook, host, and server positions available.

Type of Corporation: Restaurant

Address: 1000 Darden Center Dr. Orlando FL 32837

Phone: (407) 245-4000

Website: <http://www.bahamabreeze.com/careers>

Corporate name: Bed, Bath & Beyond, retail and stocking positions.

Type of Corporation: Household supplies retailer

Address: 650 Liberty Ave, Union, NJ 07083

Phone: 1-800-462-3966

Website: <http://www.bedbathandbeyond.com/store/static/Careers>

Corporate Name: Best Western, customer service, maintenance, housekeeping and other positions available.

Type of Corporation: Hotel

Address: 6201 N 24 Parkway, Phoenix AZ, 85016. Locations around Florida.

Phone: 602-957-4200

Website: <http://www.hcareers.com/cjb/best-western-international>

Corporate name: Black & Decker

Type of Corporation: Maker of equipment

Address: 701 E Joppa Rd, Towson, MD 21286

Phone: (410) 716-3900

Website: <http://www.stanleyblackanddecker.com/careers>

Corporate name: Blue Cross & Blue Shield Association, call center positions.

Type of Corporation: Healthcare insurance provider

Chicago Address: 225 North Michigan Avenue, Chicago, IL 60601

Washington, D.C. Address: 1310 G Street, N.W. Washington, DC 20005

Phone: 1-888-630-BLUE(2583).

Website: <http://www.bcbs.com/careers/>

Corporate name: Bridgestone, service positions available

Type of Corporation: Auto and truck parts

Address: 535 Marriott Dr, Nashville, TN 37214

Phone: (615) 937-1000

Website: <http://www.bridgestone.com/jobs/index.html>

Corporate name: Buffalo Wild Wings, cook and server positions available  
Type of Corporation: Sports bar and restaurant  
Address: 5500 Wayzata Blvd #1600, Minneapolis, MN 55416  
Phone:(952) 593-9943  
Website: <http://www.buffalowildwings.com/en/careers/>

Corporate name: Canon, administrative, call center and manufacturing positions available.  
Type of Corporation: Maker of photography equipment  
Address: 1 Canon Park, Melville, NY 11747  
Phone:(631) 330-5000  
Website: <https://www.usa.canon.com/internet/portal/us/home/about/careers/>  
Boca Raton location: 5600 Broken Sound Blvd NW, Boca Raton, FL 33487  
Phone: (561) 953-5980

Corporate name: Carl's Jr, prep, cook, and counter positions available  
Type of Corporation: Fast food  
Address: 1015 N Dobson Rd, Mesa, AZ 85201  
Phone:(480) 962-1406  
Website: <http://www.carlsjr.com/jobs>

Corporate name: Embassy Suites, customer service, maintenance, housekeeping and other positions available.  
Type of Corporation: Hotel  
Address: 7930 Jones Branch Drive, McLean, Virginia 22102  
Phone: +1 703 883 100  
Website: <http://jobs.hiltonworldwide.com/our-brands/embassy-suites.php>

Corporate name: Kelly Tractor, service and driving positions available  
Type of Corporation: Heavy equipment manufacturer  
Address: 8255 NW 58th St, Miami, FL 33166  
Phone:(305) 592-5360  
Apply at: <http://www.kellytractor.com/eng/careers.aspx>  
Other: Applicants will be asked if you have a felony conviction in the last seven years, which may make you ineligible for certain positions.

Corporate name: CDW, sales and warehouse positions available

Type of Corporation: Provider of technology services  
Address: 200 N Milwaukee Ave, Vernon Hills, IL 60061  
Phone: 847.371.6090  
Website: <http://www.cdwjobs.com/page/show/career-areas>

Corporate name: Chick-fil-A, cook and customer service positions available.  
Type of Corporation: Fast food  
Address: 5200 Buffington Rd, Atlanta, GA 30349  
Phone: (404) 765-8038  
Fax: (404) 765-8012  
Website: <http://www.chick-fil-a.com/Company/Careers-Guide>

Corporate name: Chili's, cook, bartender, host and server positions available  
Type of corporation: Restaurant  
Address: 6820 LBJ Freeway, Dallas, TX 75240  
Phone: [800-983-4637](tel:800-983-4637)  
Website: <http://www.chilisjobs.com/>

Corporate name: Chipotle, cook and server positions available  
Type of Corporation: Fast food  
Address: 1401 Wynkoop St #500, Denver, CO 80202  
Phone:(303) 595-4000  
Website: <http://careers.chipotle.com/home?format=aspx>

Corporate Name: Cintas, manufacturing, distribution and other positions available.  
Type of Corporation: Manufacturer of uniforms and safety equipment  
Address: 800 Cintas Blvd., P.O.Box 625737 Cincinnati, OH 45262-5737. Locations around Florida.  
Phone: 513-459-1200  
Website: <http://www.cintas.com/careers/>

Corporate name: Community Education Centers, many types of positions available  
Type of Corporation: Provider of rehabilitative services for offenders  
Miami Beach Adult & Community Ed. Center  
1424 Drexel Ave  
(305) 531-0451

Hialeah Miami-Lakes Adult and Community Education Center  
7977 West 12 Avenue  
(305) 823-1330

Broward College  
2050 Civic Center Pl  
(954) 201-8660  
Website: <http://www.cecintl.com/employment.html>  
Corporate name: ConAgra Foods, sales and manufacturing positions available  
Type of Corporation: Food manufacturer  
Address: One Conagra Dr, Omaha, NE 68102  
Phone: (402) 240-4000  
Website: <http://www.conagrafoodscareers.com/>

Corporate name: Dairy Queen, prep, cook, and server positions available  
Type of Corporation: Fast food  
Address: 7505 Metro Blvd, Edina, MN 55439  
Phone: (952) 830-0200  
Website: <http://www.dairyqueen.com/us-en/Company/Careers/?localechange=1&>

Corporate Name: Darden (Olive Garden, Bahama Breeze, Longhorn Steakhouse, Seasons 52, The Capital Grill, Eddie V's and Yard House), food preparation, cook, dishwasher, host, and server positions available.  
Type of Corporation: Restaurant  
Address: 1000 Darden Center DR. Orlando, FL.32837. Locations around Florida.  
Phone: 407-245-4000  
Website: <https://www.darden.com/careers/restaurant-careers> (Select specific restaurants for non-corporate positions).

Corporate name: Dart Containers, manufacturing, distribution, sales and other position available.  
Type of Corporation: Manufacturer of packaging materials  
Address: Dart Container Corporation, 500 Hogsback Road Mason, MI 48854 USA  
Phone: 800-248-5960  
Fax: 517-676-3883  
Email: [sales@dart.biz](mailto:sales@dart.biz)  
Website: <https://www.dartcontainer.com/jobs-careers/>

Corporate name: Deer Park Spring Water, manufacturing and distribution position available.  
Type of Corporation: Water manufacturing and distribution  
Address: PO Box 628, Wilkes Barre, PA.  
Phone: 1(800) 288-8281  
Website: <https://www.nestlewaterscareers.com/>

Corporate name: Denny's, food preparation, cook, host and server positions available.

Type of Corporation: Restaurant  
Address: 203 East Main Street, Spartanburg, SC 29319  
Phone: 800-733-6697  
Website: <http://www.jobs.net/jobs/dennys-diner/en-us/>

Corporate name: Dole Food Company, manufacturing, distribution, call center and customer service positions available.

Type of Corporation: Food manufacturer  
Address: 1 Dole Dr., Westlake Village, CA, 91362 United States  
Phone: (818) 874-4000  
Website: <http://www.dole.com/AboutDole/Careers>

Corporate name: Dollar Rent a Car, customer service and maintenance positions available.

Type of Corporation: Automobile rentals  
Address: 5330 E. 31st Street, Tulsa, OK 74135  
Phone: (918) 669-3000  
Website: <https://www.dollar.com/AboutUs/Careers.aspx>

Corporate Name: Dollar Tree, customer service/cashier positions available

Type of Corporation: Retail  
Address: 500 Volvo pkwy Chesapeake VA 23323  
Phone 757-321-5000  
Website: <https://www.dollartree.com/custserv/custserv.jsp?pageName=Careers>

Corporate name: Dr. Pepper/Snapple group, manufacturing and distribution positions available

Type of Corporation: Beverage manufacturer  
Address: 5301 Legacy Dr, Plano, TX 75024  
Phone:(972) 673-7000  
Website: <https://secure.drpeppersnapplegroup.com/careers/>

Corporate name: Dunkin' Donuts, prep, cook and server positions available

Type of Corporation: Fast food  
Address: 130 Royall St. Canton, MA 02021  
Phone: 781-737-5200.  
Website:<http://www.dunkindonuts.com/content/dunkindonuts/en/ddcareers.html>

Corporate Name: Family Dollar, customer service and cashier positions available.

Type of Corporation: Retail  
Address: 10401 Monroe Rd. Matthew NC 28105. Locations around Florida.  
Phone: 866-377-6420

Contact for Ex-felon Program: Quisha  
Website: <http://corporate.familydollar.com/pages/taleo-store.aspx>

Corporate name: Firestone Complete Auto Care, sales and technician positions available  
Type of Corporation: Automobile Service  
Address: 4936 S 114th St, Omaha, NE 68137  
Phone:(402) 331-2060  
Website: <http://www.firestonecompleteautocare.com/careers/>

Corporate name: Pilot Flying J, cook, cashier, and maintenance positions available.  
Type of Corporation: Operator of travel centers and travel plazas  
Address: 5508 Lonas Dr, Knoxville, TN 37909  
Phone:(203) 861-1200  
Website: <http://jobs.pilotflyingj.com/>

Corporate name: Frito-Lay/Pepsi Co, manufacturing, distribution, customer service and other positions available.  
Type of Corporation: Chip manufacturer  
Address: 7701 Legacy DR Plano TX, 75024  
Phone: 972-334-7000  
Contact for Ex-felon: Judy Phillips  
Phone Number: 972-334-5218  
Email: [Judy.L.Phillips@pepsico.com](mailto:Judy.L.Phillips@pepsico.com)  
Website: <http://www.fritolay.com/careers>

Corporate name: Fujifilm, sales and customer support positions available.  
Type of Corporation: Photography and film manufacturer  
Address: 94-468 Akoki Street, Waipahu, Hawaii 96797  
Website: [http://www.fujifilmusa.com/about/careers/page\\_03.html](http://www.fujifilmusa.com/about/careers/page_03.html)

Corporate name: General Electric, sales and technician positions available.  
Type of Corporation: Manufacturing  
Address: 3135 Easton Turnpike, Fairfield, CT 06828  
Phone: (203) 373-2211  
Website: <http://www.ge.com/careers>

Corporate name: Georgia-Pacific, manufacturing and sales positions available  
Type of Corporation: Manufacturer of paper and building materials.  
Address: 133 Peachtree St NE, Atlanta, GA 30303

Phone:(404) 652-4000

Website: <http://www.gp.com/GPCOM/Careers/Search-for-a-job>

Corporate name: Golden Corral, preparation, cook, host, server and other positions available.

Type of Corporation: Restaurant

Address: 5151 Glenwood Ave, Raleigh, NC 27612

Phone: (919) 781-9310

Fax: (919) 881-5129

Website: [http://goldencorral.hodesiq.com/job\\_start.asp](http://goldencorral.hodesiq.com/job_start.asp)

Corporate name: Grainger, sales and customer service positions available.

Type of Corporation: Supplier of industrial products

Address: 990 S Rogers Cir, Boca Raton, FL 33487

Phone:(561) 226-1135

Website: <http://www.experiencedone.com/>

Corporate name: Great Clips, stylist opportunities

Type of Corporation: Hair salon

Address: 7700 France Avenue South, Suite 425, Minneapolis, MN 55435

Phone: (800) 999-5959

Website: <http://www.greatclips.com/about-us/corporate-careers>

Note: Many positions require credential as a stylist

Corporate name: Greyhound, driver positions available

Type of Corporation: Bus service

Address: 350 N Saint Paul St. Suite 300, Dallas, TX 75201

Phone: (214) 849-8000

Website: <https://apply.firstgroupcareers.com/>

Corporate name: Hanes, sales, customer service, call center, stocking, and other positions available.

Type of Corporation: Apparel manufacturer

Address: 1000 East Hanes Mill Road, Winston Salem, NC 27105

Phone: 336-519-8080

Website: <https://jobs-hanesbrands.icims.com/jobs/intro?hashed=0>

Corporate name: HH Gregg, sales and service positions available

Type of Corporation: Electronics and appliance retailer

c/o Corporate Headquarters Inquiries  
4151 E 96th Street  
Indianapolis, IN 46240  
Phone: 1-800-284-7344  
Website: <https://hhgregg-jobs.com/>

Corporate name: Home Depot, stocking, customer service, and other positions available.  
Type of Corporation: Hardware and lawn services supplier  
Address: 2455 Paces Ferry Rd NW, Atlanta, GA 30339  
Phone: (770) 433-8211  
Website: <http://careers.homedepot.com/>

Corporate name: IBM, sales and distribution positions available.  
Type of Corporation: Computer and electronics manufacturer  
Address: 1 New Orchard Road, Armonk, New York 10504-1722  
Phone: 914-499-1900  
Website: <http://www-03.ibm.com/employment/>

Corporate name: IHOP, food preparation, cook, host and server positions available.  
Type of Corporation: Restaurant  
Address: 450 North Brand Boulevard, Glendale, CA 91203  
Phone: (866) 444-5144  
Website: <http://www.ihop.com/careers>

Corporate Name: Ikea, customer service, installation, distribution and other positions available.  
Type of Corporation: Furniture and housewares retailer  
Address: 496 W. Germantownpike Plymouth, PA.19462. Locations around Florida  
Phone: 610-834-0180  
Website: [http://www.ikea.com/ms/en\\_US/the\\_ikea\\_story/jobs\\_at\\_ikea/](http://www.ikea.com/ms/en_US/the_ikea_story/jobs_at_ikea/)

Corporate name: J.B. Hunt Transport, driving, office, and maintenance positions available.  
Type of Corporation: Hauling and transportation  
Address: P.O. Box 130, Lowell, AR 72745  
Phone: 1-800-252-4868  
Website: <http://www.jbhunt.com/jobs/>

Corporate Name: Jiffy Lube, service positions available.  
Type of Corporation: Automobile Service  
Address: P.O.Box 344-6933 Houston TX.77210. Locations around Florida.  
Phone: 800-344-6933  
Website: <https://www.jiffylube.com/locations>

Corporate name: K-Mart, customer service positions available.

Type of Corporation: Retail

Address: 3333 Beverly Road, Hoffman Estates, IL 60179

Phone: (847) 286-2500

Website: <http://www.indeed.com/q-Kmart-jobs.html>

Corporate name: KFC, customer service and cook positions available.

Type of Corporation: Fast food

Address: 800 Virginia Ave, Fort Pierce, FL 34982

Phone: (772) 460-7922

Website: <https://jobs.kfc.com/>

Corporate name: Kohl's, customer service, stocking, and maintenance positions available.

Type of Corporation: Retail

Address: Attn: Investor Relations Dept. , N56 W17000 Ridgewood Drive, Menomonee Falls, WI 53051

Phone: 262-703-1440

Email: [investor.relations@kohls.com](mailto:investor.relations@kohls.com)

Website: <http://kohls.com/careers>

Corporate name: Kraft Foods, customer service, maintenance, shipping and receiving and other positions available.

Type of Corporation: Food manufacturer

Address: 3 Lakes Dr. Northfield IL 60093

Phone: (847) 646-2000

Website: <http://www.kraftheinzcompany.com/careers.htm>

Corporate name: Longhorn Steakhouse, prep, cook, host and server positions available.

Type of Corporation: Restaurant

Address: 1000 Darden Center Dr., Orlando, FL 32837

Phone: (407) 245-4000

Fax: (407) 245-4462

Website: <http://www.longhornsteakhouse.com/careers>

Corporate name: Lowe's, sales, driving and customer service positions available.

Type of Corporation: Hardware

Address: 1000 Lowe Blvd., Mooresville, NC. 28117

Phone: (704) 758-1000

Fax: (704) 758-4766

Website: <http://careers.lowes.com/>

Corporate name: LSG Sky Chefs, catering positions available.  
Type of Corporation: Catering for Airlines and other institutions  
Location in Tampa, Florida: 4500 West Tampa Bay Blvd, Tampa, 33614.  
Phone: 813.513.9361 or 9362 .

Email: [jerry.gordillo@lsgskychefs.com](mailto:jerry.gordillo@lsgskychefs.com)

Website: <http://www.lsgskychefs.com/work-us/jobs/>

Corporate name: Men's Warehouse, sales, distribution and transportation positions available.

Type of Corporation: Retail

Address: 6380 Rogerdale Road, Houston, TX 77072-1624 USA

Phone: 1-281-776-7000

Website: [http://employment.menswarehouse.com/ats/?company\\_code=tmw](http://employment.menswarehouse.com/ats/?company_code=tmw)

Corporate name: Metals USA, manufacturing positions available.

Type of Corporation: Manufacturer of various metals

Address: 4901 NW 17th Way, Suite 405, Fort Lauderdale, FL 33309

Phone: 954-202-4000

Fax: 954-202-0271

Website: <http://www.metalsusa.com/contact.asp>

Corporate name: Miller Brewing Company, sales, driving and distribution positions available.

Type of Corporation: Beer manufacturer

Address: 250 South Wacker Drive, Chicago, Il 60606-5888

Phone: (800) 645-5376

Website: <http://www.millercoors.com/av>

Corporate name: Nordstrom, customer service positions available.

Type of Corporation: Retail

Address: 1617 Sixth Avenue, Seattle, WA 98101-1707

Phone: (206) 628-2111

Fax: (206) 628-1795

Website: <http://about.nordstrom.com/careers/>

Corporate name: O'Charleys, food preparation, cook, dishwasher, host, and server positions available.

Type of Corporation: Restaurant

Address: 3038 Sidco Drive, Nashville, TN 37204 United States

Phone: 1-615-256-8500

Fax: 1-615-7825044

Website: <http://ocharleys.jobs/>

Corporate name: PetSmart, customer service, stocking, animal care positions available.  
Type of Corporation: Retail  
Address: 19601 N 27th Ave, Phoenix, AZ 85027  
Phone: 623-580-6100  
Fax: 623-395-6517  
Website: <https://careers.petsmart.com/>

Corporate name: Praxair, sales, distribution and manufacturing positions available.  
Type of Corporation: Provider of oil, gas and industrial supplies  
Website: <http://www.praxair.com/careers>  
One location in Florida: 7315 US Highway 27 South, Sebring, FL 33876  
Phone: 863-382-3165

Corporate name: Preferred Freezer Services, office, customer service and driving positions available.  
Type of Corporation: Provider of temperature-controlled warehouses  
Address: One Main Street 3rd Floor, Chatham, NJ 07928  
Phone: (973) 820-4040  
Fax:(973) 820-4004  
Website: <http://preferredfreezerservices.theresumator.com/apply>

Name of Corporation: Publix, stock, distribution, service and other positions available.  
Type of Corporation: Grocery store  
Address: Publix Corporate Pkwy, Lakeland, FL 33811  
Phone: 800.242.1227  
Website: <http://corporate.publix.com/careers>

Corporate Name: Radisson, customer service, housekeeping and other positions available.  
Type of Corporation: Hotel  
Address: 11340 Blondo Street Suite 100 Omaha, NE 68164. Locations around Florida.  
Phone: 800-615-7253  
Website: <https://carlson.wd1.myworkdayjobs.com/MANAGEDHOTELS/jobs>

Corporate Name: Randstad staffing  
Corporate Address: 3625 Cumberland Blvd. Atlanta GA, 30339  
Phone: 770-937-7000  
Florida Address: 15280 NW 79<sup>th</sup> CT, Miami Lakes, FL 33016  
Phone Number: 305-556-9060  
Note: Individualized assessment of each applicant; prior work references from previous jobs (recent)

Corporate Name: Red Lobster, food preparation, cook, dishwasher, host, and server positions available.

Address: 450 St., Suite 800 Orlando FL.3280, locations around Florida

Phone: 407-734-9000

Contact Ex-felon: Jim Hughes

Phone Number: 407-734-9000

Website: <https://www.redlobster.com/employment/>

Corporate name: Red Robin, prep, cook, host and server positions available.

Type of Corporation: Restaurant

Address: 6312 S Fiddlers Green Cir, Greenwood Village, CO 80111

Phone: (303) 846-6000

Website: <http://redrobin.jobs/>

Corporate name: Restaurant Depot, customer sales and distribution positions available.

Type of Corporation: Provider of restaurant equipment

Address: 2041 NW 12th Ave, Miami, FL 33127

Phone: (305) 324-4414

Website: <http://www.restaurantdepot.com/employment>

Corporate name: Ruby Tuesday's, food preparation, cook, dishwasher, host and server positions available.

Type of Corporation: Restaurant

Address: 150 W. Church Ave, Maryville, TN.37801. Locations around Florida.

Phone: 865-379-5700

Website: <http://careers.rubytuesday.com/>

Corporate name: Safeway, customer service, cashier, stocking and other positions available.

Type of Corporation: Grocery store chain

Address: 5918 Stoneridge Mall Rd., Pleasanton, CA 94588

Phone: (925) 467-3000

Fax: (925) 467-3323

Website: <http://www.careersatsafeway.com/>

Note: One store opening in Florida in June, 2016.

950 NE 50th St

Oakland Park, FL 33334

Store Phone: 954-491-0551

Corporate name: Salvation Army, provides services as well as employment at its stores.

Type of Corporation: Nonprofit

Address: 615 Slaters Lane, P.O. Box 269, Alexandria, VA 22313

Phone: (703) 684-5500

Website: <http://www.salvationarmyusa.org/usn/employment-opportunities>

Corporate name: Sears, sales, customer service, and delivery positions available.

Type of Corporation: Retail

Address: 3333 Beverly Road, Hoffman Estates, IL 60179

Phone: (847) 286-2500

Website: <http://jobs.sears.com/>

Corporate name: Subway, prep, cook, and service positions available.

Type of Corporation: Fast food

Address: 700 S Royal Poinciana Blvd #500, Miami Springs, FL 33166

Phone: (305) 883-3966

Website: <http://www.subway.com/subwayroot/careers/>

Corporate name: Toys “R” Us, stocking, distribution, and customer service positions available.

Type of Corporation: Retail

Address: 859 Berdan Ave, Wayne NJ 07470

Phone: (973) 617-3500

Website: <http://www.toysrusinc.com/careers/>

Corporate name: Trader Joes, prep, customer service, stocking and other positions available.

Type of Corporation: Grocery Store

Address: 800 S Shamrock Ave, Monrovia, CA 91016

Phone: (626) 599-3700

Fax: (626) 301-4431

Website: <http://www.traderjoes.com/careers>

Corporate name: Tyson Foods, production and driving positions available.

Type of Corporation: Food manufacturer

Address: 3548 N Kostner Ave, Chicago, IL 60641

Phone:(773) 282-2900

Website: <http://www.tysonfoodscareers.com/>

Corporate name: U-Haul, customer service and driving positions available

Type of Corporation: Vehicle and storage rental

Address: 2727 North Central Avenue, Phoenix, AZ 85004

Phone; [1-800-789-3638](tel:1-800-789-3638)

Website: <http://jobs.uhaul.com/>

Corporate name: US Foods, driving, cashier, and stocking positions available.

Type of Corporation: Provider of culinary equipment and training

Address: 9399 West Higgins Road Suite 500, Rosemont, IL 60018

Phone: (847) 720-8000  
Fax: (847) 720-8099  
Website: <http://www.usfoods.com/USFCareers.html>

Corporate name: Volunteers of America, provides various forms of assistance, including employment.

Type of Corporation: Nonprofit  
Website: <http://www.voa.org/careers>  
One location in Florida:  
405 Central Avenue  
Suite 100  
St. Petersburg, FL 33701-3866  
Phone: (727) 369-8500

Corporate name: Walgreens, stocking, customer service and other positions available.

Type of Corporation: Retail  
Address: 200 Wilmot Rd, Deerfield, IL 60015  
Phone:(847) 315-2500  
Website: <http://careers.walgreens.com/>  
Corporate Name: Wendy's, food preparation, cook, service and other positions available.  
Type of Corporation: Fast Food  
Address: Dave Thomas Blvd Dublin, OH, 43017, locations around Florida.  
Contact For Ex-felon: Steve Dunn  
Phone: 727-726-6989  
Website: <https://www.wendys.com/en-us/careers>

Corporate name: Wyndham Hotels, customer service, housekeeping, and maintenance positions available.

Type of Corporation: Hotel  
Address: 6277 Sea Harbor Dr, Orlando, FL 32821  
Phone:(407) 626-5200  
Website: <http://careers.wyndhamworldwide.com/explorecareers/whr>

Corporate name: Xerox, customer care positions available.

Type of Corporation: Provider of copiers and other digital equipment  
Address: 45 Glover Avenue, Norwalk, CT 06856-4505  
Phone: +1-203-968-3000  
Fax: +1-203-968-3944  
Website: <http://www.xerox.com/jobs/enus.html>

## COVER LETTERS AND RESUMES

### THE COVER LETTER

#### General Comments:

The cover letter is a courteous method of introducing yourself and your resume to the person involved with hiring at the company to which you're applying. Sometimes your package will go directly to the person making the hiring decisions and sometimes it will go to someone in a department that will sort through the applications and present those best suited for consideration to an appropriate decision-maker.

The cover letter is a personal introduction to the company, describing who you are, and specifying why you're writing to the company. It should be personally addressed to an individual so that it goes directly to a person familiar with the employment opening or who has input into the department for which you are making a general inquiry about available positions. To achieve this there is homework that needs to be done regarding the proper addressee; this effort will help ensure that your letter does not go astray. Most job listings in newspapers and on websites provide this information but if it is not provided, it is appropriate to contact the company to find out where and to whom to send application materials.

Letters need to be proofread—over and over again—preferably by more than one person, to make sure that spelling and grammar are correct and that your message is clear to the reader. The letter should leave no doubt as to who you are and why you're applying.

The cover letter should be very focused as to what specific job you're applying for, or in the case of a general inquiry, what specific job you would like to do and why. Open the reader's eyes as to what specific skills you have, your experience, and how that is related to the job you are seeking. Always use professional language, no slang, so as to be taken seriously. Let the reader know about your accomplishments, any awards or recognition you have received, and how your work experiences and accomplishments will make you a good fit for the position you seek.

Research the company. Know as much as you can about the firm so you can write effectively about its products or services in the cover letter and later in person if you get an interview. This shows effort and genuine interest in being a part of the team.

## SAMPLE COVER LETTER

### Writing a Cover Letter

There are certain times when it is necessary to write a cover letter when applying for a job. Many classified ads, for example, include a postal box number with a request that you reply by mail. You may also find yourself needing to write to a firm that hasn't advertised. As in responding to a classified ad, you will want here also to write a cover letter requesting an interview, and attach to it a copy of your resume.

The letter should be typed. Be neat and informative, but also to the point. The cover letter is a reflection, along with your resume, of what you are like as a person. It deserves careful consideration.

The body of the letter can be divided into three parts. In the first, you make mention of the job you are applying for, and where you became aware of the opening. In the second part of the letter, you point out those aspects of your background which relate particularly to the job in question, and indicate why you want the position. The third section of the letter should request an interview and include a phone number or e-mail address where you can be reached.

If the letter is to be addressed to a personnel director or head of a department, call and ask the receptionist for the person's full name. A personal letter usually makes a better impression. Otherwise, "To Whom It May Concern" will suffice.

Following are samples of a classified ad and letter of application:

#### **Truck Drivers & Warehouse Help**

For plumbing and heating wholesaler. Hours 7-3, M-F  
Top pay incl. company benefits.  
Experience Preferred. Send resume to Jay McDonald, P.O. Box 356, Pansonia Station, NY 10011.

174-06 Parkside Avenue  
Brooklyn, NY 10036  
March 12, 2006

Mr. Jay McDonald  
P.O. Box 356  
Pansonia Station  
New York, NY 10011

Dear Mr. McDonald:

I am replying to an ad for warehouse help that appeared in the New York Post on March 11, 2006.

Since graduating from High School in 2003, I have gained valuable experience in warehouse work. In one of my jobs, I worked as a warehouse clerk for a large import/export company. In another, I worked at a lumber warehouse in yard work. In addition, the plumbing business is one with which I am already somewhat familiar. My uncle is an experienced plumber, and when I was in high school, I did some work with him informally as an assistant in order to earn some extra cash. I believe my experience would make me a valuable employee.

I would appreciate the opportunity to come in for an interview and to talk with you further about my qualifications. I do not have a telephone, but you can leave a message for me at (718) 330-0911, or at the above address. A copy of my resume is attached.

Sincerely,



Nelson Jimenz

## THE RESUME

### General Comments:

The object of the resume is to get an interview. Since companies typically receive many inquiries for open positions, your resume should stand out in regard to appearance, clarity of facts, logical progression of events, and your “qualifiers,” or those things that speak to your skills and accomplishments and leave the reader desiring to bring you in for a full discussion. Resumes should be kept to one page; be clear about your facts, present them in a clear and uncluttered way. Remember, appearance counts, so although you are writing this on one piece of paper, try to use white space judiciously. Remember, you’re telling the reader why you should be hired for a specific job.

Open the resume with your personal information: name, address, email and phone number(s). List your educational experiences, including all degrees, certifications, accomplishments and awards. Provide your work history in chronological order, listing the dates of employment, skills utilized in the position, specific work-related tasks, areas of responsibility, and any awards, recognitions, promotions or other accomplishments, such as employee of the month. Try to imagine yourself in the job you’re applying for...have you presented your abilities and qualifications in such a way that you would be hired for it?

As with the cover letter, proofread your resume many times and enlist others to do this as well.’ Spelling, clarity, and choosing forceful and enlightening words to highlight your important points is very important. Focus on the business, your skills, and reasons for employment. Be sure to update your resume as you add new education, skills and other relevant experience!

## Sample Resume I: Chronological Resume

### DARRYL COOPER

1432 East 6th St.  
New York, NY 10040  
Tel: (212) 555-1141

**Occupational Goal:** Automotive Mechanic

### EDUCATION:

#### Plattsburgh State College

Plattsburgh, NY 21430  
GED (High School Equivalency), Spring 2001

1 →

#### Essex Correctional Facility Automotive Shop

Certificate of Excellence, upon Completion of  
1500 Hours of On-The-Job Training,  
January 1998

#### Henry Hudson High School

New York, NY 01441  
Course Work:  
English                      Electrical Shop I and II  
Automotive Shop        Mechanical Drawing  
History                        Mathematics

### EXTRACURRICULAR ACTIVITIES:

Intramural Football  
Photography Club

### ASSOCIATIONS AND AWARDS:

NAACP, Essex Correctional Facility  
**Treasurer**, Merrick Jaycees,  
Merrick Correctional Facility

2 →

**Inmate Assistant**, Pre-Release Center,  
Little Kills Correctional Facility  
**2nd Prize**, Merrick Valley Art Fair,  
"Most Original Oil Painting"

### WORK EXPERIENCE:

**Community Services Crew, Rehabilitation**  
1 → **of Essex County Fire House**, Summer 2000.

Responsible for electrical wiring and new  
window installation.

**Self-Employed Toy Vendor**, New York City, 1996-97.

Purchased toys in wholesale lots and sold them at  
neighborhood block parties, day care and commu-  
nity centers, and flea markets.

#### Service Station Attendant,

Joe's Service Station, Bronx, NY, 1994.  
Pumped gas and did light auto body repair.  
Supervised a second attendant in the owner's  
absence.

3 → **House Painter** — 1 year's experience.

### HOBBIES:

Model Car and Toy Making  
Photography

4 → **REFERENCES:**

Mr. John McIntyre, Parole Office Resource Unit  
NY State Division of Parole  
Essex, NY 21255

Ms. Jeannie Sanchez, Counselor  
Department of Social Services  
Merrick Correctional Facility, Merrick, NY 09966

**Notes to Sample Resume I**

Darryl Cooper spent three years, from 1998 to 2001, incarcerated in a New York State Correctional Facility. In his resume, he has learned to use his experience to his best advantage.

- 1 → Show that while in prison you've done constructive things with your time, not just "done" time. Mention any educational achievements, for example, or work experience you've had while incarcerated.
  
- 2 → If you've been involved in any organized prison activities or programs, list them. They help indicate to a prospective employer what you may have experienced while away in terms of personal growth and development.
  
- 3 → Consolidate and make use of your short-term employment experience. Four three-month painting jobs over a four-year period can be presented as "1 year's experience."
  
- 4 → In choosing references, select persons who can testify as to what you are like today, how you have changed, and your readiness to settle down and take on the responsibilities of a job.

**Sample Resume II: Chronological Resume**

**HECTOR DIAZ**

741 Arctic Terrace, Apt. 3  
 Brooklyn, NY 10000  
 Tel: (718) 002-5432

**Occupational Goal:** Asbestos Remover

**EDUCATION:**

**Mid-Apple C.F.**, Warwick, NY  
 Asbestos Abatement Program  
 2003. Licensed as Asbestos Handler

**Ulster Community College**, Ulster, NY  
 2002. Associate Degree in Business Administration

1 →

**U.S. Army**, 1998–2000  
 2000. Certificate in Power Plant Mechanics

**Walt Whitman High School**, Brooklyn, NY  
 1990. High School Diploma  
 Business Course

**WORK EXPERIENCE:**

2003–2004 **Asbestos Handler**, Mid-Apple C.F.  
 Responsible for removing asbestos materials in steam pipes, air ducts, heating plant equipment, and tunnels at various sites throughout Orange County. Worked with team of six.

3 →

2 →

1994–1998 **Manager**, Puebla Market,  
 133 Verrazano Avenue, Brooklyn, NY.  
 Managed the fresh produce and canned foods department of a medium-size neighborhood market. Responsible for all aspects of produce and canned goods sales, from ordering to pricing, display, and retail selling. Supervised and trained two part-time clerks and cashier.

3 →

- 2 → 3 → 1991-1994 **Salesman**, Sam Stein's Sporting Goods, 2342 Plumber Avenue, Brooklyn, NY.  
 Responsibilities included: organizing stock in swimwear and tennis departments; creating attractive displays of new, incoming items; inventory control for entire summer sports department; and selling of merchandise.

- PERSONAL DATA:**  
 4 → Speak Spanish fluently  
 Have New York State Driver's License  
 Willing to relocate  
 Able to work evenings and weekends, if necessary

- SPECIAL INTERESTS:**  
 5 → Painting in acrylics; basketball coaching; conga player

**REFERENCES AVAILABLE UPON REQUEST**

**Notes to Sample Resume II**

Hector Diaz spent 2001-2004 incarcerated at an upstate correctional facility. His training as an asbestos remover at the prison has provided him with marketable skills that he can use now that he is being released. He has learned that the New York State Labor Department lists asbestos handling among the fastest-growing occupations in New York City. Although Hector realizes he must acknowledge his conviction when asked on his job application or during an interview if he has ever been convicted of a crime, he names the school upstate which granted him a degree without mentioning that he received the degree as a prisoner, and he lists the facility where he received his asbestos training only as "Mid-Apple C.F.," not "Mid-Apple Correctional Facility." This assures that information about his incarceration remains between him and the interviewer, not screeners or whoever else might have access to his resume. After gaining access to an interviewer, he will have the opportunity to explain his conviction and his personal growth and change while incarcerated. (For a more detailed discussion on accounting for time incarcerated, see *Appendix*, page 257.)

- 1 → Be sure to include all of the formal training and education you may have received, including courses in the armed forces and in prison, for example. It is to your advantage to show the prospective employer that you spent your time productively while incarcerated.
- 2 → When listing your work experience, always emphasize your responsibilities on the job, and the skills that you learned or needed to employ. This is as true for "low-level" jobs as it is for more professional ones. Make your jobs sound important. Hector was sent with fellow asbestos workers from his facility to work in non-profit and local government sites throughout the county. He makes reference to this as well as to the fact he worked as part of a team.
- 3 → Use action verbs for more effect (managed; supervised, trained, organizing, selling, etc.).

- 4 → Play up any personal data and advantages that might be useful to your job (fluent in Spanish, driver's license) or in explaining your character (basketball coach).
- 5 → It is not usually necessary to list specific references on the resume.

## Sample Resume III: Skills Resume

1 →

**Jennifer B. Blake**  
36-04 Archibald Street  
Jamaica, NY 90001  
Tel.: (718) 311-1234; eves. (718) 400-1109

**Job Objective:** Nurse's Aide

**SKILLS:**

**Homemaking:** Four years' experience helping to care for an elderly, diabetic, and visually impaired grandparent.

Responsibilities included:

- Preparation of special diet
- Administering of insulin injections
- Serving as visual guide
- Housekeeping tasks of a wide variety, including cooking and cleaning

**Health Care:** Experience in caring for up to sixteen patients in a nursing home.

Responsibilities included:

- Delivering and serving meals
- Making beds
- Bathing patients
- Taking temperatures
- Responding to patient calls
- Transporting patients

**Food Preparation/Cooking:** Experience includes all aspects of meal preparation for a medium-sized institution. Learned and practiced food handling and sanitation procedures. Helped prepare banquets for special occasions.

**Relating to the Public:** Two years' experience as a security guard at a major life insurance company. The job required disseminating information and relating well with the public, often under considerable pressure.

**2 → WORK EXPERIENCE:**  
 February 2002–present: Volunteer Orderly  
 Mt. Marcy Convalescence Home  
 Jamaica, NY 67666

March–October 2001: Cook’s Assistant  
 Lily M. Crooner Center  
 East Elmhurst, NY 11370

1998–2000: Security Guard  
 Grass Knuckles Security Co.  
 Hoboken, NJ 02143

**1 →** 1996–2000: Homemaker

**3 → EDUCATION:**  
 Currently registered for a course in Health  
 Counseling and Preventive Medicine at the Steuben  
 Adult Education Center, NYC Dept. of Education,  
 Jamaica, NY

**4 →** Malcolm X High School, Jamaica, NY  
 Concentration in Home Economics

**AWARDS:**  
**5 →** Certificate of Expertise in Swimming and Life-  
 saving, including Mouth-to-Mouth Resuscitation  
 and First Aid. Maspeth Red Cross, Queens, NY

Best Women’s Team Basketball Player, Malcolm X  
 High School

**Notes to Sample Resume III**

Jennifer Blake spent most of 2001 incarcerated on Rikers Island in New York City, convicted on a misdemeanor charge. Because she has had little formal education and no long history of job experience, Jennifer has decided to construct a skills-type resume. She will focus on the many skills she learned while being a homemaker living with a disabled grandparent (Homemaking), a volunteer health worker (Health Care), a security guard (Relating to the Public), and working as an inmate in jail. While incarcerated, she learned skills as a cook’s assistant. (For a more detailed discussion on accounting for time incarcerated, see Appendix, page 257.) Many job counselors advise that it is no longer necessary to state “References available upon request,” as it is self-evident.

**1 →** In choosing a skills-type resume, emphasize the skills you have learned from your non-job-related experience, including volunteer work, as well as from your paid job experience. List your responsibilities and make them sound important, especially in light of your career objective.

**2 →** If you have little job experience in your past, volunteer for work in the field in which you are interested. It provides you with legitimate work experience and possible contacts for paying jobs. It also gives you the opportunity to show a prospective employer that you’re motivated to move ahead.

**3 →** Why not consider furthering your education? Many free or low-cost courses exist throughout the city in a variety of fields, such as High School Equivalency and vocational skills. Listed on a resume, they will impress an employer and show that you are a person who wants to learn and has taken the initiative to do so.

**4 →** If you didn’t finish high school, omit the dates. If, however, you are asked specifically about being a high school graduate, be honest. Remember that any information on the resume can always be checked for verification by the employer.

- 5 ➔ Be sure to include all information that might be relevant to your job objective or revealing of your character. Certificates in swimming and first aid, for example, are relevant to pursuing a career in nursing. Being a basketball player at school indicates that you are skillful as a team player, competitive, and confident.

**How to Use a Resume**

- 1. Clip a copy of your resume to your job application. You can do this at a personnel office, for example, especially if the resume contains information not asked for on the application.
- 2. Bring copies of your resume to job interviews, and leave a copy with the interviewer.
- 3. Leave copies of your resume with the any job-placement agency with which you establish contact.
- 4. Give copies of your resume to friends, relatives, or associates, who may run across job openings from time to time and notify you of them.
- 5. In job hunting some people may need to construct two or more resumes to focus on different aspects of their experience. If, for example, you've had many different jobs in your work history, you may wish to emphasize some in applying for one job and others in applying for another job. You might also want to readapt your "job objective" depending on the opening for which you are applying.

Samples provided by:

Columbia Greenworks

<http://www.columbiagreenworks.org/Job%20Search%20for%20Ex%20Offenders.pdf>

## THE INTERVIEW PROCESS

### Personal Preparation:

Applicants who have forwarded their resume and cover letter to a firm for a position, and as a result have been contacted for an interview, should be aware that the interview is perhaps the most important event in the entire application process. This indicates that the prospective employer has a genuine interest in you and wants to meet you to make sure that what is seen on paper matches the person who wrote it. The interviewer wants to know that this person is in every respect “normal,” cheerful, a team player, open to direction, and has genuine enthusiasm for the open position. It also is an opportunity for the prospective employer to assess your creativity, communication skills, desire to learn, and energy level.

The key here is to be prepared. Know something about the company, it’s services or products, especially in the area to which you’ve applied for employment. **LISTEN ATTENTIVELY**; ask questions if you don’t understand what the interviewer is asking. When speaking to the interviewer, don’t use slang, use the best words you have at your command, be cheerful but not silly, and look at the interviewer with complete attention. Take a deep breath and organize your thoughts, so what you say is what you mean to say. It’s important to dress appropriately; there are places like the Salvation Army that will outfit you. Call the nearest one for information. Women may apply to Dress for Success, a non-profit agency that assists women with professional work attire, you may find them in the phonebook or on the internet. Make sure your shoes are shined and that you look the part of a clean, organized person. Correct posture and a well-groomed appearance is essential.

Prepare to discuss your skill sets, education and work experience, Prepare in your mind what you want to emphasize that will tie into the requirements for the job for which you’re applying. Computer knowledge or mechanical abilities, were you a “teacher” to other workers? Did you work independently, were you a supervisor or team leader, what did your work performance reports indicate, did you receive any positive recognition, did you improve a process of method of operation? What did your last employer count on from you and did you perform?

### Interview Preparation:

Below is a series of questions and comments that the interviewer is likely to ask you. Practice responding to them. It is **HIGHLY RECOMMENDED** that you role-play with someone so that your answers can be critiqued and you can develop confidence in your replies.

“Welcome, I want to thank you for coming in. Please sit down. May I offer you coffee or a glass of water?”

“I have looked at your application and I’m interested in moving forward, how does that sound?”

“When and what kind of work did you do last?”

“Did you enjoy the job? What did you like most about your work?”

NOTE: If you’re asked about what you liked least about the job, be careful, don’t criticize your old boss, stick to the job issues and do it in such a way that you don’t look extreme. For example, “I would have enjoyed more responsibility,” or “I feel I didn’t have the opportunity to learn all that I could have.”

“Share with me what life skills or job experiences you have that would make you a good fit for our company.”

“I’m aware of your time in corrections. I want you to know that it’s our company policy to be open to those who have served their sentences and are ready to re-enter society with a positive attitude for the future. Would you care to discuss any of that?”

“Are there any issues from your past that you care to add to this conversation?”

NOTE: Don’t lie, but say things in a way that shows you understand the situation you got involved in and now have a firm commitment to move forward. This would be a good time to mention the references (family, friends, former employers, former co-workers, prison officers, clergy, etc.) you feel might be relevant. Do not go into detail regarding why you were incarcerated, as that is not necessary. End this point on a positive note, reiterating your commitment to move on and contribute positively.

“If you’re hired here, are there any concerns you’d like me to address about making the transition from incarceration to the workforce?”

“Where would you like to see yourself in five years?”

“There is a probationary period of \_\_\_ months for new employees. At the end of this time, new employees receive their first evaluation. During the probationary period, your work performance will be observed and evaluated, this is standard practice. Please let us know if you have any questions about your work during this period.”

“In your own words, tell me what getting this job will mean to you.”

Please note, all interviews are different, so the list above should be taken as just a sample. Interviews tend to move in the direction that responds to answers you give to one or more questions, or in a direction that the interviewer sees as important. If you get a question that you haven’t prepared for, TAKE YOUR TIME and THINK before you speak.

Everyone who gets into an interview is a bit nervous because we want to put our best foot forward. The interviewer knows this and it would be a plus if you can demonstrate relaxed self-confidence so that the interviewer is pleasantly surprised about how you handle yourself, your honesty, and your friendly but not silly nature. Curiosity about the company and the work you’re applying for are always welcomed by interviewers. At the end of the interview it’s perfectly fine to ask about the next step, which shows eagerness and genuine desire to move forward. A parting comment of assurance to the interview is also in order, as it shows that you realize the enormity of this opportunity and you give your personal assurance that choosing you for the job will be a positive decision on the part of the company. Be sure to thank the interviewer for the opportunity!

Pray before and after the interview, humbly asking God for His guidance and assistance in this process. It would be a good time to remember the words of Our Lord: “Without me you can do nothing.”

Good luck!

## EDUCAATION AND TRAINING RESOURCES

### Florida Department of Corrections Office of Re-Entry

501 S. Calhoun Street, Room 442

Tallahassee, FL, 32399

Main Number: (850) 717-3050

Fax: (850) 922-2238

Website: <http://felonopportunities.com/programs-for-felons-in-florida/>



### CareerSource Central Florida

800.757.4598

Hours: Monday-Thursday, 8A – 5P; Friday, 9A – 5P

Education Training  
Internet Access  
Job Fairs  
Job Interview Support

Job Search Assistance  
Resume Guidance/Building  
Unemployment Compensation

### CareerSource Central Florida: **Lake Co.**

1415 South 14th Street, Suite 101,

Leesburg, Florida 34748

Phone: 352.360.6280

### CareerSource Central Florida: **Osceola Co.**

1392 East Vine Street, Kissimmee, Florida

34744

Phone: 407.705.1555

### CareerSource Central Florida: **South Orange County**

1563 Florida Mall Ave,

Orlando, Florida 32809

Phone: 407.531.1232

### CareerSource Central Florida: **East Orange County**

4360 East Colonial Drive,

Orlando, Florida 32803

Phone: 407.531.1227

### CareerSource Central Florida: **Seminole Co.**

1209 West Airport Boulevard,

Sanford, Florida 32773

Phone: 407.531.1231

### CareerSource Central Florida: **West Orange County**

609 North Powers Drive, Suite 340,

Orlando, Florida 32818

Phone: 407.531.1223

CareerSource Central Florida

### Administrative Office: **Downtown Orlando**

\*Note: Career Services are not offered here.

390 North Orange Avenue, Suite 700,

Orlando, Florida 32801

Phone: 407.531.1222

### CareerSource Central Florida: **Sumter County (Summerville)**

Sumter Career & Adult Education on the

Lake-Sumter State College Campus,

1425 CS 526A, Room 3103

Summerville, Florida 33585

\*Note: Hours every Wednesday from 9:00

AM to 12:00 PM.& 1:00 PM to 3:00 PM

### CareerSource Central Florida *Mobile Career Center*: **Sumter County**

Villages Sumter County Service Center,

901 Industrial Dr., Wildwood, Florida 34785

**CareerSource Escarosa**

8120 N Century Blvd.  
Century, FL 32535  
Escambia County  
Phone: (850) 256-6259  
Fax: (850) 256-6266

Services:

Education Training  
Internet Access  
Job Fairs  
Job Interview Support  
Job Search Assistance  
Resume Guidance/Building  
Unemployment Compensation

**Panama City Rescue Mission (MEN)**

609 Allen Avenue  
Panama City, FL 32402  
Bay County  
Phone: (850) 769-0783  
Fax: (850) 763-0099

RECOVERY MEN'S PROGRAM:

E-mail: Rick Briggs, rbriggs@pcremission.org

TRANSITIONAL MEN'S PROGRAM:

E-mail: Matthew Mitchell, mmitchell@pcremission.org

5 DAY MEN'S EMERGENCY SHELTER MISSION:

E-mail: Mike Brust, mbrust@pcremission.org

Services:

Adult Basic Education	Job Interview Support
Anger Management	Mentoring
Basic Skills/Aptitude Testing	NA/AA Meetings
Career Counseling	Personal Counseling
Debt Management	Resume Guidance/Building
Financial Counseling	Substance Abuse Counseling
Food/Meals	Support Group
GED Preparation	Transitional Housing
Household Items	Transportation

**Panama City Rescue Mission (WOMEN)**

609 Allen Avenue  
Panama City, FL 32402  
Bay County  
Phone: (850) 769-0783  
Fax: (850) 763-0099

Website: [www.pcrmission.org](http://www.pcrmission.org)

*Recovery Women's Program / Transitional Women's Program / 5 Day Women's Emergency Shelter Program*

Email: Rachael Duval, [rduval@pcrmission.org](mailto:rduval@pcrmission.org)

\* Many referrals. Call for details and application.

Services:

- |                               |                          |
|-------------------------------|--------------------------|
| Adult Basic Education         | Household Items          |
| Anger Management              | Job Interview Support    |
| Basic Skills/Aptitude Testing | Mentoring                |
| Bilingual Assistance          | NA/AA Meetings           |
| Career Counseling             | Personal Counseling      |
| Debt Management               | Referral Service         |
| Financial Counseling          | Resume Guidance/Building |
| Food/Meals                    | Support Group            |
| GED Preparation               | Transportation           |

**Department of Education Division of Vocational Rehab**

621 W Baldwin Rd., Suite C  
Panama City, FL 32405  
Phone: (850) 872-4380  
Fax: (850) 872-7756

\*Bring recent medical and/or psychological reports, Social Security card, physician's name and address, current income information. Rules and Regulations. Waiting List and process. Physical or mental disabled.

Services:

- |                               |                                    |
|-------------------------------|------------------------------------|
| Adult Basic Education         | Medication Assistance              |
| Basic Skills/Aptitude Testing | Mental Health Counseling           |
| Career Counseling             | Nursing & Rehabilitation           |
| Clothing                      | Physical/Occupational Therapy      |
| Educational Training          | Referral Service                   |
| Health Care                   | Resume Guidance/Building           |
| Job Interview Support         | Transportation                     |
| Job Placement/Referrals       | Vocational Rehabilitation/Training |
| Job Search Assistance         |                                    |

**Renaissance Community Center**

457 W Virginia Street  
Tallahassee, FL 32301-1029  
Leon County  
Contact: Director of Services  
E-mail: rcconnections@gmail.com  
Phone: (850) 296-1393  
Fax: (850) 577-0037

Services:

Adult Basic Education	GED Preparation
Anger Management	Immunization
Basic Skills/Aptitude Testing CAREER	Internet Access
Counseling	Job Interview Support
Career Exploration	Job Placement/Referrals
Clothing	Job Search Assistance
Drivers' Licenses	Medication Assistance
Food Stamps	Resume Guidance/Building
Free Clinic	Transportation

**Florida Crown Workforce Career Center**

1389 W US Highway 90 Suite 170  
Lake City, FL 32055-6149  
Columbia County  
Phone: (386) 755-9026  
Website: [www.careersourceflorida.com](http://www.careersourceflorida.com)

Services:

Educational Training  
Internet Access  
Job Fairs  
Job Interview Support  
Job Search Assistance  
Resume Guidance/Building  
Unemployment Compensation

**Florida Department of Education Division of Vocational Rehab**

1431 N. Ohio Ave.

Live Oak, FL 32064

Suwanee County

Phone: (386) 362-5461

Fax: (386) 364-1342

\*Bring recent medical and/or psychological reports, Social Security card, physician’s name and address, current income information. Rules and Regulations. Process. Physical or mental disabled.

Services:

Adult Basic Education  
Basic Skills/Aptitude Testing  
Career Counseling  
Clothing  
Educational Training  
Health Care  
Job Interview Support  
Job Placement/Referrals  
Job Search Assistance

Medication Assistance  
Mental Health Counseling  
Nursing & Rehabilitation  
Physical/Occupational Therapy  
Referral Service  
Resume Guidance/Building  
Transportation  
Vocational Rehabilitation/Training

**Advanced Behavioral Consulting, LLC**

4600 NW 41st Place

Gainesville, FL

Alachua County

Contact: Dr. William Ragan

Phone: (352) 575-0362

Fax: (888) 846-3621

Email: [william.ragan@scientificreply.com](mailto:william.ragan@scientificreply.com)

\* 2nd loc. IN Ocklawaha, FL. Serves 16 counties. Serves people with FL Medicaid, 100% covered, bring card. Mental health case management, Referrals: Financial, Edu/Employment, Health Care & General Assistance.

Services:

Anger Management  
Domestic Violence Shelter  
Job Interview Support  
Job Placement/Referrals  
Parenting Classes  
Ready to Work Credentialing  
Referral Service  
Resume Guidance/Building

Social Security Disability  
Social Security Income  
Support Group  
Temporary Cash Assistance  
Unemployment Compensation  
Unknown  
Veterans’ Health Services  
Vocational Rehabilitation/Training

**The Dod Manor**

602 E Union Street  
Jacksonville, FL 32206-5641  
Duval County  
Phone: (904) 379-5315  
Fax: (904) 318-8757  
Contact: Gwen Stallings  
E-mail: glps@bellsouth.net

Services:

- |                          |                         |
|--------------------------|-------------------------|
| Anger Management         | Food/Meals              |
| Career Counseling        | GED preparation         |
| Career Exploration       | Household Items         |
| Clothing                 | Job Interview/Support   |
| Debt Management          | Job Placement/Referrals |
| Financial Counseling     | Job Search Assistance   |
| Marriage Counseling      | Transitional Housing    |
| Personal Counseling      | Transportation          |
| Resume Guidance/Building | Utilities               |

**Big Bear Behavioral Healthcare**

1681 N. Maitland Ave.  
Maitland, FL  
Flagler County  
Contact: Jamie McCole  
Phone: (800) 840-2528  
Fax: (407) 540-9552  
Email: jamiem@bigbearcounseling.org  
Website: <http://www.psychamerica.com/>

\* Ext 1 After phone #. Serves all Flagler Co. Need to go through initial Referral Dept. then a clinician is assigned. Serves ages 5-100. Mental Health, Substance Abuse, Psychosocial Rehab. referrals

Services:

- |                           |                                 |
|---------------------------|---------------------------------|
| Anger Management          | Job Search Assistance           |
| Bilingual Assistance      | Marriage Counseling             |
| Career Counseling         | Medication Assistance           |
| Career Exploration        | Outpatient Treatment Counseling |
| Debt Management           | Personal Counseling             |
| Domestic Violence Shelter | Referral Service                |
| Family Counseling         | Resume Guidance/Building        |
| Job Interview Support     | Substance Abuse Counseling      |
| Job Placement/Referrals   | Support Group                   |

**Sanctuary Mission, Inc.**

7463 W Grover Cleveland Blvd.

Homosassa, FL 34446-1246

Phone: (352) 533-7898

Citrus County

Services:

Adult Basic Education

Anger Management

Basic Skills/Aptitude Testing

Career Exploration

Clothing

Dental Care

Family Counseling

Food/Meals

Food Stamps

Job Search Assistance

Referral Service

Residential Treatment Program

Resume Guidance/Building

Substance Abuse Counseling

Unemployment Compensation

Veterans' Health Services

**Florida Dept. of Education Division Vocational Rehabilitation**

1601 NE 25th Ave., Ste. 203

Ocala, FL 34470

Marion County

Phone: (352) 732-1290

Fax: (352) 732-1796

\*Bring recent medical and/or psychological reports, Social Security card, physician's name and address, current income information. Rules and Regulations. Process. Physical or mental disabled.

Services:

Adult Basic Education

Career Counseling

Career Exploration

Clothing

Educational Training

Health Care

Job Interview Support

Job Placement/Referrals

Job Search Assistance

Medication Assistance

Mental Health Counseling

Mentoring

Nursing & Rehabilitation

Physical/Occupational Therapy

Referral Service

Resume Guidance/Building

Transportation

Vocational Rehabilitation/Training

**Metro Wellness and Community Centers**

4747 US Highway 19  
New Pt Richey, FL 34652-4945  
Pasco County  
Phone: (727) 494-7625  
Fax: (727) 494-7629  
Website: www.metrotampabay.org

Services:

- |                       |                                 |
|-----------------------|---------------------------------|
| Clothing              | Marriage Counseling             |
| Financial Counseling  | Outpatient Treatment Counseling |
| Health Care           | Personal Counseling             |
| HIV/AIDS Treatment    | Referral Service                |
| Household Items       | Resume Guidance/Building        |
| Job Interview Support | Substance Abuse Counseling      |
| Job Search Assistance | Support Group                   |

**Pinellas Urban League**

333 31st St. N  
St. Petersburg, FL 33713-7603  
Pinellas County  
Phone: (727) 327-2081  
Website: <http://ul-pinellas.iamempowered.com/>

\* Serves any resident in Pinellas County. Will need to call for what paperwork and eligibility you meet.

Services:

- |                    |                          |
|--------------------|--------------------------|
| Career Counseling  | Free Clinic              |
| Career Exploration | GED Preparation          |
| Debt Management    | Referral Service         |
| Energy Assistance  | Resume Guidance/Building |

**Job Corps Center**

500 22nd St. South  
St. Petersburg, FL 33701  
Pinellas County  
Phone: (727) 551-2900  
Fax: (727) 608-2350

Services:

- |                       |                           |
|-----------------------|---------------------------|
| Educational Training  | Job Search Assistance     |
| Internet Access       | Resume Guidance/Building  |
| Job Fairs             | Unemployment Compensation |
| Job Interview Support |                           |

**Job Vantage Sanford**

2884 S. Orlando Drive  
Sanford, FL 32773  
Seminole County  
Phone: (407) 531-1231  
Fax: (407) 708-1423

Services:

Educational Training  
Internet Access  
Job Fairs  
Job Interview Support

Job Search Assistance  
Resume Guidance/Building  
Unemployment Compensation

**2nd Location Turning Point of Central FL, Inc.**

750 S Orange Blossom Trail. # 231  
Orlando, FL 32805-3118  
Phone: (407) 740-5655  
Orange County  
www.turningpointcfl.org  
E-mail: Gerard K. Kinzler, LCSW, CAP  
kmaloney@turningpointcfl.org

\*Bring referral form and court documents. Person who is not actively using substances and person who is in need of mental health counseling. Must bring referral info, arrest report, probation requirements

Services:

Anger Management  
Bilingual Assistance  
Family Counseling  
HIV/AIDS Treatment  
Marriage Counseling

Mental Health Counseling  
Outpatient Treatment Counseling  
Personal Counseling  
Referral Service  
Substance Abuse Counseling

**CareerSource Heartland**

324 N 6th Ave.  
WAUCHULA, FL 33873-2320  
Phone: (863) 773-3474  
Fax: (863) 773-3949  
Hardee County

Services:

Education Training  
Internet Access  
Job Fairs  
Job Interview Support

Job Search Assistance  
Resume Guidance/Building  
Unemployment Compensation

**Florida Department of Education Division of Vocational Rehab**

105 S 6th Avenue Unit 3

Wauchula, FL 33873

Phone: (863) 773-2802

Fax: (863) 773-9202

Hardee County

\*Bring recent medical and/or psychological reports, Social Security card, physician's name and address, current income information. Rules and Regulations. Process. Physical or mental disabled.

Services:

Adult Basic Education

Career Counseling

Career Exploration

Clothing

Educational Training

Health Care

Job Interview Support

Job Placement/Referrals

Job Search Assistance

Medication Assistance

Mental Health Counseling

Mentoring

Nursing & Rehabilitation

Physical/Occupational Therapy

Referral Service

Resume Guidance/Building

Transportation

Vocational Rehabilitation/Training

**Florida Department of Education Division of Vocational Rehab**

500 E Lake Howard Dr. 3rd FL.

Winter Haven, FL 33881

Polk County

Phone: (863) 291-5280

Fax: (863) 291-5289

\*Bring recent medical and/or psychological reports, Social Security card, physician's name and address, current income information. Rules and Regulations. Process. Physical or mental disabled.

Services:

Adult Basic Education

Career Counseling

Career Exploration

Clothing

Educational Training

Health Care

Job Interview Support

Job Placement/Referrals

Job Search Assistance

Medication Assistance

Mental Health Counseling

Mentoring

Nursing & Rehabilitation

Physical/Occupational Therapy

Referral Service

Resume Guidance/Building

Transportation

Vocational Rehabilitation/Training

**XO Factor Inc.**

1800 N Rome Ave.

Tampa, FL 33607-4422

Phone: 813-341-9101 EXT2820

Polk County

Website: [www.secondchancesmatter.org](http://www.secondchancesmatter.org)

\*Rules and regulations. Do background checks prior to service. Get with the reentry director and help with inmates getting ready to EOS. Goes to the institution.

Services:

Career Counseling

Career Exploration

Food Stamps

Job Interview Support

Job Placement/Referrals

Job Search Assistance

Legal Aid

Referral Service

Resume Guidance/Building

Transportation

**Florida Department of Education Division of Vocational Rehab**

9215 N. Florida Ave. Ste. 106

Tampa, FL 33612

Hillsborough County

Phone: (813) 930-7494

Fax: (813) 930-7854

\*Bring recent medical and/or psychological reports, Social Security card, physician's name and address, current income information. Rules and Regulations. Process. Physical or mental disabled.

Services:

Adult Basic Education

Career Counseling

Career Exploration

Clothing

Educational Training

Health Care

Job Interview Support

Job Placement/Referrals

Job Search Assistance

Medication Assistance

Mental Health Counseling

Mentoring

Nursing & Rehabilitation

Physical/Occupational Therapy

Referral Service

Resume Guidance/Building

Transportation

Vocational Rehabilitation/Training

**Florida Department of Education Division of Vocational Rehab**

1733 E Oak Street

Arcadia, FL 34266

Desoto County

Phone: (863) 993-4655

Fax: (863) 993-4738

\*Bring recent medical and/or psychological reports, Social Security card, physician’s name and address, current income information. Rules and Regulations. Process. Physical or mental disabled.

Services:

Adult Basic Education

Career Counseling

Career Exploration

Clothing

Educational Training

Health Care

Job Interview Support

Job Placement/Referrals

Job Search Assistance

Medication Assistance

Mental Health Counseling

Mentoring

Nursing & Rehabilitation

Physical/Occupational Therapy

Referral Service

Resume Guidance/Building

Transportation

Vocational Rehabilitation/Training

**Dr. Michael Hamilton, PSYD, LMHC /Barbara Russell, LCSW**

4236 59th St. W

Bradenton, FL 34209-6664

Manatee County

Phone: (941) 795-5712

Email: askdrmichael@aol.com / brsweetlife@gmail.com

Website: www.courtorderedclasses.expert

\* Bring arrest report & photo id. Anyone can receive services. Call for fees. Referrals.

Accelerated counseling prog. for DUI ex-offenders. Serves anyone. Vets combat trauma-unresolved trauma.

Services:

Anger Management

Basic Skills/Aptitude Testing

Career Counseling

Domestic Violence Shelter

Job Fairs

Marriage Counseling

Mental Health Counseling

Outpatient Treatment Counseling

Parenting Classes

Personal Counseling

Resume Guidance/Building

Sex Offender Counseling

Sexual Violence Assistance

Substance Abuse Counseling

Veterans' Health Services

**Florida Department of Education Division of Vocational Rehab**

2223 S. Kanner Hwy.

Stuart, FL 34994

Phone: (772) 221-4095

Fax: (772) 221-4098

Martin County

\*Bring recent medical and/or psychological reports, Social Security card, physician’s name and address, current income information. Rules and Regulations. Process. Physical or mental disabled.

Services:

Adult Basic Education

Career Counseling

Career Exploration

Clothing

Educational Training

Health Care

Job Interview Support

Job Placement/Referrals

Job Search Assistance

Medication Assistance

Mental Health Counseling

Mentoring

Nursing & Rehabilitation

Physical/Occupational Therapy

Referral Service

Resume Guidance/Building

Transportation

Vocational Rehabilitation/Training

**Florida Department of Education, Vocational Rehabilitation**

1450 Old Dixie Hwy.

Vero Beach, FL 32960

Phone: (772) 778-6348

Fax: (772) 778-7253

Indian River County

Website: [www.rehabworks.org](http://www.rehabworks.org)

\*Bring recent medical and/or psychological reports, Social Security card, physician’s name and address, current income information. Rules and Regulations. Process. Physical or mental disabled.

Services:

Adult Basic Education

Career Counseling

Career Exploration

Clothing

Educational Training

Health Care

Job Interview Support

Job Placement/Referrals

Job Search Assistance

Medication Assistance

Mental Health Counseling

Mentoring

Nursing & Rehabilitation

Physical/Occupational Therapy

Referral Service

Resume Guidance/Building

Transportation

Vocational Rehabilitation/Training

**CareerSource Southwest Florida**

750 South 5th Street  
Immokalee, FL 34142  
Phone: (239) 658-3300  
Fax: (239) 673-8596  
Collier County

Services:

Career Counseling  
Internet Access  
Job Fairs  
Job Interview Support

Job Search Assistance  
Resume Guidance/Building  
Unemployment Compensation

**CareerSource Southwest Florida Location 2**

1020 Cultural Park Blvd. Bld. 2  
Cape Coral, FL 33990  
Phone: (239) 673-8591  
Fax: (239) 673-8596  
Lee County

Services:

Career Counseling  
Internet Access  
Job Fairs  
Job Interview Support

Job Search Assistance  
Resume Guidance/Building  
Unemployment Compensation

**Florida Department of Education Division of Vocational Rehab**

4161 Tamiami Tr. Ste. 801  
Pt. Charlotte, FL 33952  
Phone: (941) 613-0900  
Fax: (941) 613-0905  
Charlotte County

\*Bring recent medical and/or psychological reports, Social Security card, physician's name and address, current income information. Rules and Regulations. Process. Physical or mental disabled.

Services:

Adult Basic Education  
Career Counseling  
Career Exploration  
Clothing  
Educational Training  
Health Care  
Job Interview Support  
Job Placement/Referrals  
Job Search Assistance

Medication Assistance  
Mental Health Counseling  
Mentoring  
Nursing & Rehabilitation  
Physical/Occupational Therapy  
Referral Service  
Resume Guidance/Building  
Transportation  
Vocational Rehabilitation/Training

**CareerSource Palm Beach Co.**

1951 N. Military Trail Ste. D  
W. Palm Beach, FL 33409  
Phone: (561) 340-1060  
Fax: (561) 340-1057  
Palm Beach County

Services:

Career Counseling  
Internet Access  
Job Fairs  
Job Interview Support

Job Search Assistance  
Resume Guidance/Building  
Unemployment Compensation

**Thrive for a Change of Palm Beaches, Inc.**

1601 N. Dixie Hwy., Ste. 5  
Riviera Beach, FL 33404  
Palm Beach County  
Phone: (561) 305-8907

Website: [thriveforachangeofthepalmbeaches.org](http://thriveforachangeofthepalmbeaches.org)

\*Accept any substance abuser and any homeless individuals who are ex-offenders or on parole with exceptions. Need to call for what paperwork you will need to bring. Call for restrictions and fees also.

Services:

Adult Basic Education  
Anger Management  
Career Counseling  
Clothing  
Housing / Shelter  
Job Interview Support  
Job Search Assistance  
Legal Aid  
Mentoring

NA/AA Meetings  
Parenting Classes  
Referral Service  
Resume Guidance/Building  
Sex Offender Counseling  
Soup Kitchen  
Substance Abuse Counseling  
Transitional HOUSING  
TRANSPORTATION

**North Day Reporting and Reentry BSO/DRRD**

2201 W Sample Rd., Ste. 3A, # Bldg. 8  
Pompano Beach, FL 33073-3082  
Contact: Specialist Lianne Samuels  
Phone: (954) 935-6710  
Broward County

\*Employability Workshop E WED. 10A-Noon. Come 15-30 min. early and have Photo ID.  
Referrals for programs.

Services:

Referral Service  
Resume Guidance/Building

**A Vision of Redemption, Inc.**

4280 Peters Rd.

Plantation, FL 33317-4541

Phone: (954) 635-2131

Fax: (866) 240-1620

Broward County

\* Serves Miami-Dade, Broward, and Palm Beach Counties. anyone who needs services must bring prison release papers, ID. **NO SEX OFFENDERS.** \$125.00 for Intro. to Computer classes. Referrals Needed

Services:

Adult Basic Education

Bilingual Assistance

Career Counseling

Career Exploration

Clothing

Educational Training

Job Interview Support

Job Placement/Referrals

Job Search Assistance

Mentoring

NA/AA Meetings

Personal Counseling

Ready to Work Credentialing

Resume Guidance/Building

Support Group

Transportation

Vocational Rehabilitation/Training

**Florida Department of Education Division of Vocational Rehab**

1400 W Commercial Blvd. #115

Ft. Lauderdale, FL 33309

Broward County

Phone: (954) 202-3850

Fax: (954) 202-3891

Website: [www.rehabworks.org](http://www.rehabworks.org)

\*Bring recent medical and/or psychological reports, Social Security card, physician's name and address, current income information. Rules and Regulations. Process. Physical or mental disabled.

Services:

Adult Basic Education

Career Counseling

Career Exploration

Clothing

Educational Training

Health Care

Job Interview Support

Job Placement/Referrals

Job Search Assistance

Medication Assistance

Mental Health Counseling

Mentoring

Nursing & Rehabilitation

Physical/Occupational Therapy

Referral Service

Resume Guidance/Building

Transportation

Vocational Rehabilitation/Training

**Positive Images Enterprise, INC**

2700 W Oakland Pk. Blvd., 2nd Floor

Oakland Park, FL 33311-1364

Broward County

Contact: Georgia Foster

Phone: (954) 484-1824

Website: <http://www:postiveimagesflorida.com>

\*Serves ex-offenders in N. Miami and Broward Counties. Must complete application and have medical/treatment records. **NO SEX OFFENDERS/PREDATORS**. Must be mentally and medically stable.

Services:

Career Counseling

Career Exploration

Clothing

Food Stamps

Food/Meals

Housing / Shelter

Job Interview Support

Job Search Assistance

Mentoring

Personal Counseling

Referral Service

Resume Guidance/Building

Substance Abuse Counseling

Support Group

Transitional Housing

Transportation

**Florida Department of Education Division of Vocational Rehab**

103400 Overseas Hwy. #251

Key Largo, FL 33037

Monroe County

Phone: (305) 453-1271

Fax: (305) 453-1270

\*Bring recent medical and/or psychological reports, Social Security card, physician's name and address, current income information. Rules and Regulations. Process. Physical or mental disabled.

Services:

Adult Basic Education

Career Counseling

Career Exploration

Clothing

Educational Training

Health Care

Job Interview Support

Job Placement/Referrals

Job Search Assistance

Medication Assistance

Mental Health Counseling

Mentoring

Nursing & Rehabilitation

Physical/Occupational Therapy

Referral Service

Resume Guidance/Building

Transportation

Vocational Rehabilitation/Training

**CareerSource South Florida Homestead Ctr.**

140 NE 8th St.  
Homestead, FL 33030  
Phone: (305) 242-5373  
Fax: (305) 242-2438  
Miami-Dade County

Services:

Career Counseling  
Internet Access  
Job Fairs  
Job Interview Support

Job Search Assistance  
Resume Guidance/Building  
Unemployment Compensation

**CareerSource South Florida Perine Center**

9555 SW 175th TERRACE  
MIAMI, FL 33157  
Phone: (305) 252-4440  
Fax: (305) 278-1066  
Miami-Dade County

Services:

Career Counseling  
Internet Access  
Job Fairs  
Job Interview Support

Job Search Assistance  
Resume Guidance/Building  
Unemployment Compensation

**CareerSource South Florida**

1111 12th St., Ste. 308  
Key West, FL 33040  
Phone: (305) 292-6762  
Fax: (305) 292-6891  
Miami-Dade County

Services:

Career Counseling  
Internet Access  
Job Fairs  
Job Interview Support

Job Search Assistance  
Resume Guidance/Building  
Unemployment Compensation

**CareerSource South Florida Miami Beach Ctr.**

833 6th Street 2nd Floor  
Miami Beach, FL 33139  
Phone: (305) 532-5350  
Fax: (305) 532-9307  
Miami-Dade COUNTY

Services:

Services:	Job Interview Support
Career Counseling	Job Search Assistance
Internet Access	Resume Guidance/Building
Job Fairs	Unemployment Compensation

**Florida Department of Education Division of Vocational Rehab**

3625 NW 82 Ave., Ste. 204  
Doral, FL 33166  
Phone: (305) 513-7880  
Fax: (305) 513-7897  
Miami-Dade County  
Web: rehabworks.org

\*Bring recent medical and/or psychological reports, Social Security card, physician's name and address, current income information. Rules and Regulations. Process. Physical or mental disabled.

Services:

Adult Basic Education	Medication Assistance
Career Counseling	Mental Health Counseling
Career Exploration	Mentoring
Clothing	Nursing & Rehabilitation
Educational Training	Physical/Occupational Therapy
Health Care	Referral Service
Job Interview Support	Resume Guidance/Building
Job Placement/Referrals	Transportation
Job Search Assistance	Vocational Rehabilitation/Training

*Source provided by:*  
<http://www.dc.state.fl.us/resourcedirectory/Search.aspx>

## APPENDIX A:

### Inspirational Quotes from the Bible Regarding Forgiveness

Forgiveness is a huge subject and certainly one in which the Bible is not silent. In the Bible we can read about our amazing and loving Heavenly Father who forgives us of all trespasses. God calls sinners to seek Him and promises them forgiveness. It is because of His great [mercy](#) and grace that God rescues the believer from the dominion of darkness that began way back in [the Garden](#). Jesus extends a loving invitation for forgiveness of sins which is only possible through His shed blood. He gave His life so that we may live. We are forgiven because He was forsaken – That is amazing love! Here are some encouraging Scripture quotes about forgiveness.

**Isaiah 55:6-7** *“Seek the LORD while he may be found; call upon him while he is near; let the wicked forsake his way, and the unrighteous man his thoughts; let him return to the LORD, that he may have compassion on him, and to our God, for he will abundantly pardon.”*

### God’s Character is Forgiving

**Psalms 51:17** *“The sacrifices of God are a broken spirit; a broken and contrite heart, O God, you will not despise.”*

**Psalms 86:4-5** *“Gladden the soul of your servant, for to you, O Lord, do I lift up my soul. For you, O Lord, are good and forgiving, abounding in steadfast love to all who call upon you.”*

**Psalms 103:8-12** *“The LORD is merciful and gracious, slow to anger and abounding in steadfast love. He will not always chide, nor will he keep his anger forever. He does not deal with us according to our sins, nor repay us according to our iniquities. For as high as the heavens are above the earth, so great is his steadfast love toward those who fear him; as far as the east is from the west, so far does he remove our transgressions from us.”*

**Isaiah 1:18** *“Come now, let us reason together, says the LORD: though your sins are like scarlet, they shall be as white as snow; though they are red like crimson, they shall become like wool.”*

### Jesus Invites and Forgives

**Matthew 5:22-24** *“But I say to you that everyone who is angry with his brother will be liable to judgment; whoever insults his brother will be liable to the council; and whoever says, ‘You fool!’ will be liable to the hell of fire. So if you are offering your gift at the altar and there remember that your brother has something against you, leave your gift there before the altar and go. First be reconciled to your brother, and then come and offer your gift.”*

**Matthew 11:28-30** *“... Come to me, all who labor and are heavy laden, and I will give you rest. Take my yoke upon you, and learn from me, for I am gentle and lowly in heart, and you will find rest for your souls. For my yoke is easy, and my burden is light.”*

**Luke 7:47-48** “...Therefore I tell you, her sins, which are many, are forgiven—for she loved much. But he who is forgiven little, loves little.” And he said to her, “Your sins are forgiven.” (Jesus speaking to the accusers and the woman caught in adultery.)

**Luke 23:43** “...Therefore I tell you, her sins, which are many, are forgiven—for she loved much. But he who is forgiven little, loves little.” And he said to her, ‘Your sins are forgiven.’” (Jesus speaking to the thief on the cross.)

**John 4:13-14** Jesus said to her, “Everyone who drinks of this water will be thirsty again, but whoever drinks of the water that I will give him will never be thirsty again. The water that I will give him will become in him a spring of water welling up to eternal life.” (Jesus speaking to the woman at the well.)

## God’s Gift to All – The Only Way



Seek the LORD while He may be found ... call upon His name

**Acts 4:10-12** “... let it be known to all of you and to all the people of Israel that by the name of Jesus Christ of Nazareth, whom you crucified, whom God raised from the dead—by him this man is standing before you well. This Jesus is the stone that was rejected by you, the builders, which has become the cornerstone. And there is salvation in no one else, for there is no other name under heaven given among men by which we must be saved.” (Peter speaking to the rulers of the people and the elders at Jerusalem.)

**Acts 10:42-43** “...And he commanded us to preach to the people and to testify that he is the one appointed by God to be judge of the living and the dead. To him all the prophets bear witness that everyone who believes in him receives forgiveness of sins through his name.” (Peter speaking of what Jesus commanded the Apostles to do.)

**Corinthians 5:18-19** “All this is from God, who through Christ reconciled us to himself and gave us the ministry of reconciliation; that is, in Christ God was reconciling the world to himself, not counting their trespasses against them, and entrusting to us the message of reconciliation.”

**Ephesians 1:7-10** “In him we have redemption through his blood, the forgiveness of our trespasses, according to the riches of his grace, which he lavished upon us, in all wisdom and insight making known to us the mystery of his will, according to his purpose, which he set forth in Christ as a plan for the fullness of time, to unite all things in him, things in heaven and things on earth.”

**Colossians 1:13-14** “He has delivered us from the domain of darkness and transferred us to the kingdom of his beloved Son, in whom we have redemption, the forgiveness of sins.”

## **The Christian’s Attitude of Forgiveness**

**Matthew 6:14** “For if you forgive others their trespasses, your heavenly Father will also forgive you.” (Attitude: Forgive because you love the Lord.)

**1 Corinthians 13:4-7** “Love is patient and kind; love does not envy or boast; it is not arrogant or rude. It does not insist on its own way; it is not irritable or resentful; it does not rejoice at wrongdoing, but rejoices with the truth. Love bears all things, believes all things, hopes all things, endures all things.” (Attitude: Can love cover it?)

**2 Corinthians 2:5-8** “Now if anyone has caused pain, he has caused it not to me, but in some measure—not to put it too severely—to all of you. For such a one, this punishment by the majority is enough, so you should rather turn to forgive and comfort him, or he may be overwhelmed by excessive sorrow. So I beg you to reaffirm your love for him.” (Attitude: Stand ready to forgive.)

**Galatians 6:1-2** “Brothers, if anyone is caught in any transgression, you who are spiritual should restore him in a spirit of gentleness. Keep watch on yourself, lest you too be tempted.” (Attitude: Approach gently and stand ready to restore the relationship.)

**Ephesians 4:31-32** “Let all bitterness and wrath and anger and clamor and slander be put away from you, along with all malice. Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you.” (Attitude: Loving and forgiving just like God forgave you.)

## Inspirational Quotes from the Bible Regarding Love

Due unto others as you would have them do to you.

- Luke 6:31 (the "Golden Rule")

Now abide faith, hope, love, these three; but the greatest of these is love.

- Corinthians 13:13

If anyone has material possessions and sees his brother in need but has no pity on him, how can the love of God be in him?

- 1 John 3:17

Jesus said: "A man was going down from Jerusalem to Jericho, when he fell into the hands of robbers. They stripped him of his clothes, beat him and went away, leaving him half dead. A priest happened to be going down the same road, and when he saw the man, he passed by on the other side. So too, a Levite [religious leader], when he came to the place and saw him, passed by on the other side. But a Samaritan [Samaritans and Jews generally disliked and were suspicious of each other] came where the man was; and when he saw him, he took pity on him. He went to him and bandaged his wounds ... and ...took him to an inn and took care of him. ... Jesus [said] "Go and do likewise."

- Luke 10:25-37 (The Parable of the Good Samaritan)

This is what the Lord asks of you: only this, to act justly, to love tenderly, and to walk humbly with your God.

- Micah 6:8

Love is patient, love is kind.

It does not envy, it does not boast,

It is not proud. It does not dishonor others,

It is not self-seeking, it is not easily angered,

It keeps no record of wrongs.

Love does not delight in evil

but rejoices with the truth.

It always protects, always trusts,

always hopes, always perseveres.

Love never fails.

- Corinthians 13:4-8 (NIV)

### **More Inspirational Quotes from the Bible Regarding Forgiveness**

Forgive your brother from your heart.

- Matthew 18:21-22

You have heard that it was said, "Eye for eye, and tooth for tooth." But I tell you, Do not resist an evil person. If someone strikes you on the right cheek, turn to him the other also.

- Matthew 5:38-39 (Jesus on Anger and Revenge)

Then came Peter to him, and said, Lord, how oft shall my brother sin against me, and I forgive him? till seven times? Jesus saith unto him, I say not unto thee, Until seven times: but, Until seventy times seven.

- Matthew 18:21-22

### **Other Inspirational Quotes from the Bible**

Guide our feet into the way of peace.

- Luke 1:79

Ask and it will be given to you; seek and you will find; knock and the door will be opened to you.

- Matthew 7:7

The LORD is my rock, and my fortress, and my deliverer; my God, my strength, in whom I will trust.

- Psalm 18:2

Ask and you shall receive, that your joy may be full.

- John 16:24

Preserve me, O God: for in thee do I put my trust.

- Psalm 16:1

What does it profit, my brethren, if someone says he has faith but does not have works?

Can faith save him?

- James 2:14

He said to them, "Where is your faith?" And they were afraid, and marveled, saying to one another, "Who can this be? For He commands even the winds and water, and they obey Him!"  
- Luke 8:25

For as he thinketh in his heart, so is he.  
- Proverbs 23:7

For with God all things are possible.  
- Matthew 19:26

Don't hide your light under a bushel.  
- Luke 8:16

To everything there is a season, and a time to every purpose under heaven:  
A time to be born, and a time to die.  
- Ecclesiastes 3:1

A new friend is like new wine; when it has aged you will drink it with pleasure.  
- Ecclesiastes 9:10

As you sow, so shall you reap.  
- Galatians 6:7

In the beginning was the Word.  
- John 1:1

A man's pride shall bring him low, but honor shall uphold the humble in spirit.  
- Proverbs 29:23

You shall not covet your neighbor's house;  
you shall not covet your neighbor's wife,  
nor his male servant, nor his female servant,  
nor his ox, nor his donkey, nor anything that is your neighbor's.  
- Exodus 20:17

Moreover if your brother shall trespass against you,  
go and tell him his fault between you and him alone.  
- Matthew 18:15



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