

# CONTINUING LIFE'S JOURNEY

A PORTFOLIO OF TRAVEL INFORMATION  
NECESSARY FOR A SUCCESSFUL JOURNEY

NAME: \_\_\_\_\_

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**Documents**

- Birth Certificate
- Eighth Grade Diploma
- High School Diploma/GED Certificate
- College/University Degrees/Transcripts
- Marriage License/Divorce Papers
- Social Security Card
- Green Card or Citizenship Papers
- Military Discharge Papers
- Department of Defense form DD214
- Other Licenses or Professional Certifications
- Skill/Trade Certificates
- Program Completion Certificates
- Service Awards
- Participation Certificates
- Training Certificates
- Driver’s License
- Other (i.e. Release Papers, Work Samples, Resume’)

## TRAVEL ADVISORIES

OK, so you have experienced a temporary detour in life's journey. This booklet/portfolio is designed to get you back on the road to success as you prepare to transition back into the community. There are a few "givens" that you should be aware of as you plan the next part of life's journey.

Know where you are going **before** you start the journey. Set realistic goals.

Focus on obtaining a job.

Stay away from legal and illegal substance abuse.

Distance yourself from old friends/associates who were, or still are, involved in questionable or illegal activities in the community.

Use available community support services like churches, D.E.S., etc.

Let the past go, and focus on the road ahead.

Think HONEST regardless of what others do or think.

Enough said, let's get on with the journey!

Search out and fill in all the information that applies to **you** on the following pages. **Some of the information may be too sensitive or confidential to put on paper prior to your release date.**

That's OK. You can put in that information after you are released. The whole idea behind this portfolio is to give you a head start or road map you can use upon release. It takes a lot of time to find the phone numbers, addresses, etc. of the various resources you will need to successfully transition back into the community. The more you can do before your release date, the less you will need to find out after you are released when the pressures and distractions of the outside world start demanding your attention.

You can use your library time, counselors, teachers, chaplains, and your outside contacts to help gather the information you will need for your portfolio. If you are not sure of the area you will be living in and working in when you are released, you may need to gather information on more than one possible area. You may also need to focus on more general information that may be used on a county-wide or state-wide basis. The important thing is to do as much as you can while you have the time. You may also want to include FAX numbers, E-mail addresses, and Web sites associated with the information that you will be collecting to complete your personal portfolio. Not only will this portfolio help you to successfully return to the real world, if you update the information as things change, it can continue to be a valuable resource to guide you through the rest of your life. Good luck on your journey!

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## PERSONAL DATA SHEET

**Information About Yourself:**

Complete Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Other Legal Names (i.e. maiden name) You Have Used In the Past: \_\_\_\_\_

\_\_\_\_\_ Social Security Number: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ If Not Originally An American Citizen:

Date Granted Citizenship: \_\_\_\_\_ Green Card Number/Date: \_\_\_\_\_

**Parents' Full Names and Contact Information:** *(If deceased indicate that on the address line)*

Father: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Step/Adoptive Father: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mother: \_\_\_\_\_ Maiden Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Step/Adoptive Mother: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Maiden Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Other Relatives/Friends/Acquaintances Who May Be of Assistance While Looking for A Job or In Finding A Job:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

*(Use Supplementary Sheets If More Room Is Needed For Additional Names)*

**Family Information:**

Spouse's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

**Children**

Child Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Sex: \_\_\_\_ Social Security Number: \_\_\_\_\_

Child Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Sex: \_\_\_\_ Social Security Number: \_\_\_\_\_

Child Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Sex: \_\_\_\_ Social Security Number: \_\_\_\_\_

Child Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Sex: \_\_\_\_ Social Security Number: \_\_\_\_\_

Child Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Sex: \_\_\_\_ Social Security Number: \_\_\_\_\_

*(Use Supplementary Family Sheet If More Room Is Needed)*

**Other Dependent(s)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

**Supplementary Sheet for Support Names/Contact Information:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Medical History:**

List Any Diseases Or Other Medical Condition(s) That You Now Have Or Had In the Past:

*Disease/Medical Condition Name/Description* *Age When You Had It*

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*Immunizations* *When Received*

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*Medications I Am Taking* *Date Prescribed* *Prescription Number*

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Medical History Is Available From: Dr. \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_



Date Vision Was Last Tested: \_\_\_\_\_ Glasses? Yes \_\_\_ No \_\_\_

Test Results/Prescription Is Available From: Dr. \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Date Hearing Was Last Tested: \_\_\_\_\_ Hearing Device? Yes \_\_\_ No \_\_\_

Test Results/Prescription Is Available From: Dr. \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

**Documented Disability(ies)**

Description of Disability(ies):  
\_\_\_\_\_

Type of Documentation: \_\_\_\_\_ Date Disabled: \_\_\_\_\_

**Counseling/Therapy**

Mental Health Therapist Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Appointment: \_\_\_\_\_

Substance Abuse Therapist Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Appointment: \_\_\_\_\_

**Other Medical Information**

\_\_\_\_\_  
\_\_\_\_\_

**LEGAL INFORMATION**

**Parole/Probation Officer:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Mandatory Contact Times:** \_\_\_\_\_

**Conditions:**

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**Legal Description of Crime(s) Convicted Of:**

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**Lawyer Name:** \_\_\_\_\_ **Firm Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **FAX Number:** \_\_\_\_\_ **Pager Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Bail Bondsman Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

## RESUME'/JOB APPLICATION INFORMATION

### Job History:

*Your job history should include any information that you might need to complete a job application or to develop your Resume'. Provide the following information about your previous jobs **starting with the most recent** and working back at least ten years.*

Employer or Company

Name: \_\_\_\_\_

Company Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Supervisor Name/Title: \_\_\_\_\_

Description of Job Related Duties:

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Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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If Applicable - Dates of Employment Gap: \_\_\_\_\_ Reason for Gap: \_\_\_\_\_

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Employer or Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Supervisor Name/Title: \_\_\_\_\_

Description of Job Related Duties:

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Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

If Applicable - Dates of Employment Gap: \_\_\_\_\_ Reason for Gap: \_\_\_\_\_

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Employer or Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Supervisor Name/Title: \_\_\_\_\_

Description of Job Related Duties:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

If Applicable - Dates of Employment Gap: \_\_\_\_\_ Reason for Gap:  
\_\_\_\_\_

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Employer or Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Supervisor Name/Title: \_\_\_\_\_

Description of Job Related Duties:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

If Applicable - Dates of Employment Gap: \_\_\_\_\_ Reason for Gap: \_\_\_\_\_

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Employer or Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Supervisor Name/Title: \_\_\_\_\_

Description of Job Related Duties:

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Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

(Please add additional sheets if employment history exceeds the space provided - account for any gaps)

**Certificates:** (*professional, skill/trade program completion, honors, etc.*)

Certifies What: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_ Issuing State/Agency: \_\_\_\_\_

Certifies What: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_ Issuing State/Agency: \_\_\_\_\_

Certifies What: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_ Issuing State/Agency: \_\_\_\_\_

Certifies What: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_ Issuing State/Agency: \_\_\_\_\_

### **Education/Training**

High School Diploma/GED:

Last Grade Completed: \_\_\_\_\_ School Address: \_\_\_\_\_

Year Graduated from High School: \_\_\_\_\_ High School Name: \_\_\_\_\_

High School Address: \_\_\_\_\_

Date GED Was Received: \_\_\_\_\_ Received In What State: \_\_\_\_\_

Name Under Which It Was Issued: \_\_\_\_\_

College/University Degrees/Credit:

Coll./Univ. Attended: \_\_\_\_\_ Dates: \_\_\_\_\_ Credits: \_\_\_\_\_ Degree: \_\_\_\_\_

Area(s) of Study or Specialization:

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Coll./Univ. Attended: \_\_\_\_\_ Dates: \_\_\_\_\_ Credits: \_\_\_\_\_ Degree: \_\_\_\_\_  
Area(s) of Study or Specialization:

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Coll./Univ. Attended: \_\_\_\_\_ Dates: \_\_\_\_\_ Credits: \_\_\_\_\_ Degree: \_\_\_\_\_  
Area(s) of Study or Specialization:

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Coll./Univ. Attended: \_\_\_\_\_ Dates: \_\_\_\_\_ Credits: \_\_\_\_\_ Degree: \_\_\_\_\_  
Area(s) of Study or Specialization:

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Coll./Univ. Attended: \_\_\_\_\_ Dates: \_\_\_\_\_ Credits: \_\_\_\_\_ Degree: \_\_\_\_\_  
Area(s) of Study or Specialization:

**Military Service:**

Branch: \_\_\_\_\_ Rank: \_\_\_\_\_ Dates of Active Duty: from \_\_\_\_\_ to \_\_\_\_\_

Type of Discharge: \_\_\_\_\_ MOS: \_\_\_\_\_ Describe Duties/Jobs Performed In the  
Military: \_\_\_\_\_

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**Driver's License:**

Driver's License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Class: \_\_\_\_\_ State: \_\_\_\_\_

**Community/Volunteer Activities:**

Organization/Activity: \_\_\_\_\_ Dates: \_\_\_\_\_ Describe: \_\_\_\_\_

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Organization/Activity: \_\_\_\_\_ Dates: \_\_\_\_\_ Describe: \_\_\_\_\_

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Organization/Activity: \_\_\_\_\_ Dates: \_\_\_\_\_ Describe: \_\_\_\_\_

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**Clubs/Professional Organizations:**

Name of Club/Organization: \_\_\_\_\_ Membership Date(s): \_\_\_\_\_  
Contact Information: \_\_\_\_\_

Name of Club/Organization: \_\_\_\_\_ Membership Date(s): \_\_\_\_\_  
Contact Information: \_\_\_\_\_

Name of Club/Organization: \_\_\_\_\_ Membership Date(s): \_\_\_\_\_  
Contact Information: \_\_\_\_\_

**Major Projects You Have Been Involved In:***(business projects, construction projects, publications, etc.)*

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Job Related Philosophy:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Career Goals:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Other Information Relevant to Your Resume':** (*hobbies, interests, skills, etc.*)

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**Budget Worksheet:**

**Projected Minimum Expenses Upon Release (Monthly):**

*(Even if you have been in prison for several years you can still estimate the current costs of the following by watching TV ads, reading newspapers, talking with newly incarcerated inmates, talking with staff, talking/writing to relatives/friends on the outside, etc.)*

<i>Expense Description</i>	<i>Projected Amount Needed</i>
Food	_____
Personal Hygiene	_____
Housing Rent/Mortgage	_____
Transportation	_____
Clothes	_____
Insurance	_____
License(s)	_____
Former Debts	_____
Utilities	_____
Medication(s)	_____
Medical Services	_____

*Other Possible Expenses*

Repairs/Maintenance	_____
Restitution	_____
Child Support	_____
Recreation	_____
Other (specify)_____	_____
_____	_____

Total Expenses \_\_\_\_\_

Net Pay - Total Expenses = Amount Available to **Save**\* \_\_\_\_\_

*\*Needless to say, if your expenses exceed your net pay you will need to cut costs in one or more of the expense areas so that you, **at least**, come out even each pay day. Now that you know what your projected expenses will be, you know the salary range you are looking for during your job search. Sometimes you can accept less pay if a job's benefits cover some or all of your medical expenses. In addition to finding out what your net pay or take home salary will be, it is very important to ask about the job benefits before accepting or rejecting a job offer.*

*Net pay, or take home pay, is the amount left once Social Security, state/federal taxes, Medicare, health insurance, and retirement are taken out of your check. Gross pay means the amount of your check **before** any deductions are taken out. Your budget needs to be estimated using the Net pay amount on your check stub.*

**Credit:**

Credit can be compared to the road hazards that one encounters on the journey through life. If you pay attention to the warning signs and are careful how you proceed, no major problems will occur. However, on the other hand, if you ignore the warning signs and continue driving at an unsafe speed in the credit hazard zone, disaster awaits you.

Credit means that you will ultimately be paying more for something than the original purchase price. Depending on the interest rate and how long you take to pay something off, you may actually be paying four or five times as much as the original cost of the item before you are done with your payments.

Things to watch out for:

Low interest introductory rates for credit cards. Typically these low interest rates are only in effect for six months or so and then they go back up to their normal interest rate. Some cards will actually charge you 20+% interest. (*Read the fine print before you accept a credit card*).

Delayed payments. In some cases, delayed payments actually allow companies to charge you more interest than you would have paid if you had started paying off your loan immediately.

Having too many credit cards, whether you use them or not, can actually prevent you from getting a car or house loan. Banks and other companies who loan money for large items like cars and houses consider credit card, credit lines to be the same as potential indebtedness. They look at how much you currently owe and how much you could owe if you charged on all of your credit cards up to their limits. If your current salary cannot meet the combined credit obligations and still have enough left to pay the payment on the loan you are seeking, you will be turned down for the loan. These companies also consider other expenses you may have (i.e. utility bills, food, clothing, etc.) when reviewing your loan application.

Bad credit reports. You have the right to obtain your own credit reports from the credit agencies. It is a wise thing to do to get a copy of your report at least once a year to make sure that it is correct. Even if you believe your credit is OK, credit agencies sometimes get incorrect information and it finds its way into your credit report. By checking the report annually, you can prevent the potential embarrassment of loans that get turned down through no fault of your own. (*Please refer to the local resources sheet included in your portfolio for no cost or low cost credit report sources*)

Thinking of credit cards as if they aren't money. Unfortunately credit cards **ARE** money! In fact, credit card money is **expensive** money. If you think of every dollar of credit you spend as including the interest too (i.e. \$1.00 + 25 cents interest = \$1.25 for every dollar of credit you spend), you will quickly understand why you should only use credit if you can totally pay the bill off each month before the interest is added or when you must purchase a high priced item like a house or car.

Credit cards increase the likelihood of impulsive buying of items you probably don't even need. Before falling for the high pressure sales pitches on TV and other places, stop and ask yourself, "Do I really need this item?", "Do I really need this item now?", "If I shop

around, can I get this item for a better price?”, and “Can I really afford this item now?”

**Remember you can't borrow your way out of debt!**

**List your credit cards for quick reference and accountability.**

<b>Card Company Name</b>	<b>Address</b>	<b>Card Number/Date</b>	<b>% Int.</b>	<b>Phone #</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*If you have to use a credit card, use the one(s) with the lowest interest rate(s).*

**Income Taxes:**

**Almost everyone must file a state and federal income tax return each year.** The process can be complicated, confusing, and down right frustrating. While there are no legal ways to avoid this process if you are required to file tax returns, there are some ways to help reduce some of the negative aspects of the process through pre planning and organization. Here are some suggestions: If you are not going to do your own taxes, have a professional tax preparation service do it for you. Having a well meaning friend or relative, who is not a professional, do your taxes may put you at risk of having to pay additional money and interest for any mistakes they make.

Whether you are going to do your own taxes or have someone else do them, set up a filing system in a box with file folders to organize the documents you need to file your tax return and use it! Mark

the folders with labels like, medical, interest paid, salary income, other income, donations, other deductions, other taxes paid, etc. depending on your needs. Ultimately, you need to have documentation for any deductions and income that you have from **January 1** through **December 31** each tax year. Whether you use a box and file folders, an accordion file, or an actual file cabinet to store your tax records doesn't really matter. In a separate folder, file, etc. you also need to keep a copy of your past tax returns and all your documentation by year. You should keep these records for **at least five years** after you have filed the returns in case you are audited by the Internal Revenue Service (IRS).

Start doing your taxes as early as possible to give yourself time to get documents and ask any questions you may have concerning deductions or income. The final deadline for filing your state and federal tax returns is midnight each **April 15**.

If you do not receive your tax return forms and instruction booklets in the mail or if you need different ones, you can request them from the state and federal IRS offices, find some of them at public libraries (city, county, college), post offices, and on the Internet. Professional tax services also have the forms and instruction booklets you will need. If you have access to a computer with Internet capability, you can also file your taxes electronically. Since employers are required by law to provide you with your tax information by the end of January each year, you should be able to start working on your taxes by the beginning of February.

Some deductions and income may be used/reported on your state return that you cannot use/report on your federal return and visa versa.

Do your federal return first, since information from that return must also be used to complete your state tax return.

The best rule to follow on deductions is, if you don't have documentation to support a deduction, don't use it.

Whoever does your tax returns, don't forget to **sign** the return and include any **payment** that you owe, if any.

*Use the following sections to list your possible sources of income and deductions so you won't forget to include them when you do your actual income tax returns.*

(i.e. paycheck, sale of property, interest earned on savings, dividends from stocks/bonds, etc.)

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*Possible Deductions*

(i.e. mortgage interest, donations, dependents, certain financial losses, certain education costs, some medical related costs, etc.)

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**Banking:**

*Check out the benefits being offered by the bank you are considering using for you financial*

*transactions. Some offer free checks, higher interest on certain types of savings, and other incentives to bank with their company. Usually there are conditions that you must meet to get some of these benefits. One of the most common is the requirement that you maintain a certain amount of money in your account. Never use a savings/loan institution that is not covered under the Federal Deposit Insurance Corporation (F.D.I.C.). Otherwise your money is not insured against loss.*

Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

Address of Bank: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Account: \_\_\_\_\_ Account Number: \_\_\_\_\_

Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

Address of Bank: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Account: \_\_\_\_\_ Account Number: \_\_\_\_\_

Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

Address of Bank: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Account: \_\_\_\_\_ Account Number: \_\_\_\_\_

Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

Address of Bank: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Account: \_\_\_\_\_ Account Number: \_\_\_\_\_

**Mortgage:**

Mortgage Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Loan: \_\_\_\_\_

Loan Years: \_\_\_\_\_ % Interest Rate: \_\_\_\_\_ Loan Number: \_\_\_\_\_

Original Loan Amount: \$ \_\_\_\_\_ Payoff Date: \_\_\_\_\_ Payment Date: \_\_\_\_\_

**Second Mortgage/Home Equity Loan:**

*If you happen to own your own home, this may be the type of loan you may want to consider to consolidate high interest loans to reduce the interest being paid, the payment amount, and you may be able to take all or part of this type of loan's interest off your income tax return. Consult a*

tax professional to be sure **before** you take out the loan.

Mortgage Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Loan: \_\_\_\_\_

Loan Years: \_\_\_\_\_ % Interest Rate: \_\_\_\_\_ Loan  
Number: \_\_\_\_\_

Original Loan Amount: \$ \_\_\_\_\_ Payoff Date: \_\_\_\_\_ Payment Date: \_\_\_\_\_

**Vehicle Loans:** (cars, trucks, trailer, boat, motorcycle, etc.)

*If you are planning on buying a vehicle, check out its value by reading the Kelly Blue Book (you can find a copy in most public libraries or on the Internet) and have a good mechanic look it over **before** you buy it. Don't allow yourself to be high pressured by car salesmen into buying a vehicle that you can't afford or that won't meet your needs. Remember the price of the vehicle or payment is only the beginning of the expenses involved in owning and maintaining a vehicle, (i.e. insurance, gas, oil, repairs, etc.). Use alternate forms of transportation until you are sure you can afford your own vehicle. "Dependability" is the most important word to remember when it comes to meeting your transportation needs.*

Type/Make of Vehicle: \_\_\_\_\_ Model Year: \_\_\_\_\_

VIN Number: \_\_\_\_\_ License Number: \_\_\_\_\_

Finance Company/Bank: \_\_\_\_\_ Address: \_\_\_\_\_

Loan Number: \_\_\_\_\_ Loan Years: \_\_\_\_\_ % Interest Rate: \_\_\_\_\_

Original Loan Amount: \$ \_\_\_\_\_ Payoff Date: \_\_\_\_\_ Payment Date: \_\_\_\_\_

Type/Make of Vehicle: \_\_\_\_\_ Model Year: \_\_\_\_\_

VIN Number: \_\_\_\_\_ License Number: \_\_\_\_\_

Finance Company/Bank: \_\_\_\_\_ Address: \_\_\_\_\_

Loan Number: \_\_\_\_\_ Loan Years: \_\_\_\_\_ % Interest Rate: \_\_\_\_\_

Original Loan Amount: \$ \_\_\_\_\_ Payoff Date: \_\_\_\_\_ Payment Date: \_\_\_\_\_

Type/Make of Vehicle: \_\_\_\_\_ Model Year: \_\_\_\_\_

VIN Number: \_\_\_\_\_ License Number: \_\_\_\_\_

Finance Company/Bank: \_\_\_\_\_ Address: \_\_\_\_\_

Loan Number: \_\_\_\_\_ Loan Years: \_\_\_\_\_ % Interest Rate: \_\_\_\_\_

Original Loan Amount: \$ \_\_\_\_\_ Payoff Date: \_\_\_\_\_ Payment Date: \_\_\_\_\_

**Personal Loan(s):**

Company/Person Owed: \_\_\_\_\_ Address: \_\_\_\_\_

Loan Number: \_\_\_\_\_ Loan Years: \_\_\_\_\_ % Interest Rate: \_\_\_\_\_

Original Loan Amount: \$ \_\_\_\_\_ Payoff Date: \_\_\_\_\_ Payment Date: \_\_\_\_\_

Company/Person Owed: \_\_\_\_\_ Address: \_\_\_\_\_

Loan Number: \_\_\_\_\_ Loan Years: \_\_\_\_\_ % Interest Rate: \_\_\_\_\_

Original Loan Amount: \$ \_\_\_\_\_ Payoff Date: \_\_\_\_\_ Payment Date: \_\_\_\_\_

**Insurance:** (*life, car, house, medical, income, liability, etc.*)

Type of Insurance: \_\_\_\_\_ Company: \_\_\_\_\_

Agent Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Premium Amount: \_\_\_\_\_ Premium Date: \_\_\_\_\_

Description of Coverage: \_\_\_\_\_

Type of Insurance: \_\_\_\_\_ Company: \_\_\_\_\_

Agent Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Premium Amount: \_\_\_\_\_ Premium Date: \_\_\_\_\_

Description of Coverage: \_\_\_\_\_

Type of Insurance: \_\_\_\_\_ Company: \_\_\_\_\_

Agent Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_



Address: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Premium Amount: \_\_\_\_\_ Premium Date: \_\_\_\_\_

Description of Coverage: \_\_\_\_\_  
\_\_\_\_\_

**Other Assets:** (*stocks, bonds, property, etc.*)

Type of Asset: \_\_\_\_\_ Identification Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Asset: \_\_\_\_\_ Identification Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Asset: \_\_\_\_\_ Identification Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Asset: \_\_\_\_\_ Identification Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Asset: \_\_\_\_\_ Identification Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Asset: \_\_\_\_\_ Identification Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Safety Deposit Box Number:** \_\_\_\_\_ **Bank:** \_\_\_\_\_

*(This is a good place to store birth certificates, death certificates, marriage license, titles, deeds, release papers, passport, stocks, insurance policies, documentation of items and their value in case fire, theft, etc., other important papers, jewelry, and other valuables)*

## COMMUNITY RESOURCES

### Medical Services:

*Whether you and your family are all healthy or not, it is wise to identify these different medical service providers in the area you intend to live in, **before** you need them. Once you are employed you may find that your employer provides some medical services as part of your job benefits. Some of the health care plans require that you go to certain doctors to be covered by their plans. Don't forget to change your medical services list if this happens or if you move out of the area.*

Physician Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

Address of Office: \_\_\_\_\_ Office Hours: \_\_\_\_\_

Dentist Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

Address of Office: \_\_\_\_\_ Office Hours: \_\_\_\_\_

Ophthalmologist: \_\_\_\_\_ Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

Address of Office: \_\_\_\_\_ Office Hours: \_\_\_\_\_

Optometrist: \_\_\_\_\_ Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

Address of Office: \_\_\_\_\_ Office Hours: \_\_\_\_\_

Psychiatrist: \_\_\_\_\_ Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

Address of Office: \_\_\_\_\_ Office Hours: \_\_\_\_\_

Psychologist: \_\_\_\_\_ Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

Address of Office: \_\_\_\_\_ Office Hours: \_\_\_\_\_

Counselor: \_\_\_\_\_ Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

Address of Office: \_\_\_\_\_ Office Hours: \_\_\_\_\_

Other Medical (specify): \_\_\_\_\_ Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

Address of Office: \_\_\_\_\_ Office Hours: \_\_\_\_\_

Hospital Name: \_\_\_\_\_<sup>23</sup> Reg. Phone: \_\_\_\_\_ Emerg. \_\_\_\_\_

Address: \_\_\_\_\_

Pharmacy: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Hours: \_\_\_\_\_

Medical Insurance Provider: \_\_\_\_\_ Card/Policy Number: \_\_\_\_\_

Address: \_\_\_\_\_ Payment: \_\_\_\_\_

Dental Insurance Provider: \_\_\_\_\_ Card/Policy Number: \_\_\_\_\_

Address: \_\_\_\_\_ Payment: \_\_\_\_\_

**Hotline/Support Numbers:**

*Even though you may feel that you have everything under control now, write down these support numbers just in case you, your family, or friend(s) may need them in the future. Don't forget to use **911** for any medical, fire, or police **emergency**.*

Suicide: \_\_\_\_\_

Substance Abuse: \_\_\_\_\_

Alcoholics Anonymous: \_\_\_\_\_

Narcotics Anonymous: \_\_\_\_\_

Cocaine Anonymous: \_\_\_\_\_

Parents Anonymous: \_\_\_\_\_

Other (*specify*): \_\_\_\_\_

Other (*specify*): \_\_\_\_\_

Sponsor Name: \_\_\_\_\_ Contact Information: \_\_\_\_\_

(It is recommended that you make a copy of the hotline numbers that you feel that you may need and put it next to every phone and keep a copy with you in case you are away from your home when you need to access these support services)

**Employment Services:**

*Even if you have a job waiting for you when you are released, it is still a good idea to collect this information in case you decide to change jobs at some point. Most of the employment service agencies listed below don't cost anything, but private employment agencies do. They typically take part of your pay for a period of time to find you a job. So you are better off finding a job through the free employment agencies if you can. Don't forget to look in the want ads of the local newspapers too. You can obtain newspapers from you library, other inmates, personal*

*subscriptions, etc. If you have access to a TV, some of the local stations have programs which spotlight local job opportunities.*

Department of Economic Security (DES) Job Services - Phone: \_\_\_\_\_ Hours: \_\_\_\_\_

Address: \_\_\_\_\_

Vocational Rehabilitation - Phone: \_\_\_\_\_ Hours: \_\_\_\_\_

Address: \_\_\_\_\_

Veterans' Administration - Phone: \_\_\_\_\_ Hours: \_\_\_\_\_

Address: \_\_\_\_\_

City Employment Office - Phone: \_\_\_\_\_ Hours: \_\_\_\_\_

Address: \_\_\_\_\_

County Employment Office - Phone: \_\_\_\_\_ Hours: \_\_\_\_\_

Address: \_\_\_\_\_

State Employment Office - Phone: \_\_\_\_\_ Hours: \_\_\_\_\_

Address: \_\_\_\_\_

Private Employment Services - Phone: \_\_\_\_\_ Hours: \_\_\_\_\_

Address: \_\_\_\_\_

Union Office - Phone: \_\_\_\_\_ Hours: \_\_\_\_\_

Address: \_\_\_\_\_

**Education/Training Services:**

Vocational Rehabilitation - Phone: \_\_\_\_\_ Hours: \_\_\_\_\_

Address: \_\_\_\_\_

Veterans' Administration - Phone: \_\_\_\_\_ Hours: \_\_\_\_\_

Address: \_\_\_\_\_

Union Office: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Hours: \_\_\_\_\_

Technical School: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Hours: \_\_\_\_\_

Adult Education/GED - Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Hours: \_\_\_\_\_

Community College: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Hours: \_\_\_\_\_

University: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Hours: \_\_\_\_\_

**Food/Shelter/Clothing Services:**

Salvation Army - Phone: \_\_\_\_\_ Hours: \_\_\_\_\_

Address: \_\_\_\_\_

St. Vincent De Paul - Phone: \_\_\_\_\_ Hours: \_\_\_\_\_

Address: \_\_\_\_\_

Community Food Bank - Phone: \_\_\_\_\_ Hours: \_\_\_\_\_

Address: \_\_\_\_\_

Department of Economic Security - Phone: \_\_\_\_\_ Hours: \_\_\_\_\_

Address: \_\_\_\_\_

Social Security Office - Phone: \_\_\_\_\_ Hours: \_\_\_\_\_

Address: \_\_\_\_\_

Religious Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Hours: \_\_\_\_\_

**Religious Services:**

*If you believe in any religious faith, you may wish to seek different types of assistance and support from those at your place of worship. If you haven't been involved in some faith in the past, you still may want to visit some of the places of faith in your community and talk with them concerning your beliefs and needs. You can potentially draw strength from faith during the times you may experience frustration as you are confronted with the challenges of transitioning back into your community.*

Place of Worship: \_\_\_\_\_ Phone: \_\_\_\_\_

Faith Group Leader: \_\_\_\_\_ Address: \_\_\_\_\_

Where/When of Faith Membership: \_\_\_\_\_

**Transportation Services:**

*One of the main reasons that people loose their jobs is by being late or absent from work. So one of the many things you need to find, as you look for a job and after you have found a job, is a dependable way to get to interviews and to your job. Even if you have a vehicle of your own, it is still a good idea to find an alternative way to get to work in case your car breaks down or will have to be in the shop for a few days.*

Bus Company: \_\_\_\_\_ Phone Number for Schedules/Routes: \_\_\_\_\_

Address of Closest Bus Stop: \_\_\_\_\_ Bus Number: \_\_\_\_\_

Connecting Bus Number(s): \_\_\_\_\_ Pickup Time: \_\_\_\_\_ Drop Off Time: \_\_\_\_\_

Taxi Company: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Train/Subway - Phone Number for Schedules/Routes: \_\_\_\_\_ Train Number: \_\_\_\_\_

Connecting Train Number(s): \_\_\_\_\_ Pickup Time: \_\_\_\_\_ Drop Off Time: \_\_\_\_\_

Friend/Relative: \_\_\_\_\_ Phone: \_\_\_\_\_

Ride Share/Car Pool - Contact Agency/Person: \_\_\_\_\_

Address of Pickup/Drop Off Point(s): \_\_\_\_\_

Pickup Time: \_\_\_\_\_ Drop Off Time: \_\_\_\_\_ Phone: \_\_\_\_\_

**Communication Services:**

*If you are not sure where you will be living until you find a job, you need to be able to have an address that employers, creditors, and agencies who will be providing you with benefits can send materials to you. One option is to rent a post office box from the U.S. Postal Service or from a private mail box company. You could also use a relative's address or a close friend's address too. You will also need a phone or message phone number to give to potential employers and others who will need to be able to contact you.*

Post Office Box Number: \_\_\_\_\_ Address of Box: \_\_\_\_\_

Relative/Friend's Mailing Address: \_\_\_\_\_

Phone or Message Phone Number: \_\_\_\_\_

*Remember, when you get a permanent address or your own phone, alert potential employers and others who need to keep in touch with you, as soon as the changes occur.*

**Recreation Services:**

**Parks:**

Park Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_ to \_\_\_\_\_ Activities Available: \_\_\_\_\_

Park Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_ to \_\_\_\_\_ Activities Available: \_\_\_\_\_

Park Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_ to \_\_\_\_\_ Activities Available: \_\_\_\_\_

**Community Center(s):**

Community Center Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_ to \_\_\_\_\_

Activities Available:  
\_\_\_\_\_

**Sports:**

Sports Complex Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_ to \_\_\_\_\_ Address: \_\_\_\_\_

Activities Available: \_\_\_\_\_

Sports Complex Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_ to \_\_\_\_\_ Address: \_\_\_\_\_

Activities Available: \_\_\_\_\_

**Teams/Clubs:**

Team/Club Name: \_\_\_\_\_ Contact Phone/Name: \_\_\_\_\_

Practice/Meeting Time: \_\_\_\_\_ Address: \_\_\_\_\_

Team/Club Name: \_\_\_\_\_ Contact Phone/Name: \_\_\_\_\_

Practice/Meeting Time: \_\_\_\_\_ Address: \_\_\_\_\_

**Hobbies/Crafts:**

Hobby/Craft Store: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Hours Open: \_\_\_\_\_ to \_\_\_\_\_

**Libraries:**

Library Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_ to \_\_\_\_\_

Library Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_ to \_\_\_\_\_



**Theaters, Movie/Other:**

Theater Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone for Upcoming Movies/Events: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_ to  
\_\_\_\_\_

Theater Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone for Upcoming Movies/Events: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_ to  
\_\_\_\_\_

**Other/Event(s)/Activit(ies):**

Type: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Contact Information: \_\_\_\_\_

## The Big “Q”

Probably the most challenging questions you will be confronted with as you transition back into the ranks of the employed on the outside will be related to your incarceration/detention. Almost all applications for employment will ask, in some form or another, whether you have ever been arrested and/or convicted of a crime. There is little doubt that an adult or juvenile criminal history will have a significant negative effect on your ability to get some jobs. Sooooo, what are some of your options? Most of your options fall clearly under the honest or dishonest categories.

### **Honest**

If you were tried as a juvenile and spent some time in a juvenile detention center, some states will allow you to petition the court to have some or all of your juvenile records officially sealed. Check with the courts in the state you lived in during the time you were under the juvenile courts’ jurisdiction.

If you were tried and convicted as an adult, you should answer all questions related to your criminal history asked on employment applications. In fact, to save you time and frustration, you may even want to contact the potential employer and ask if having a criminal record will automatically eliminate you from consideration. That way you won’t waste time filling out an application needlessly and won’t place yourself in a situation that may cause you to get upset when your application is rejected.

If you get the opportunity to explain the circumstances related to your incarceration, either on an application or in an interview, you need to work on what you will say that will convince the employer that you can become a valued employee if given the chance. You should focus on why you believe you have changed for the better and provide any supporting information that will be potentially valuable to the employer, (i.e. vocational skills learned, on-the-job experience, completion of substance abuse programs, etc. while incarcerated).

Some employers will not hire ex-offenders because they have a lot of equipment and other materials which, if stolen or destroyed, would have a significant negative impact on their ability to conduct their businesses or to obtain insurance. It is simply not worth their risk to hire you even if you have the skills they need. Fortunately, there is a possible solution to this roadblock to your employment with such a company. It is the Federal Bonding Program. The employer or you can apply to any state employment service office and show that a valid job exists, that you are qualified for it, and that the bonding company would deny coverage. If all of these conditions exist, you should be able to be bonded through the Federal Bonding Program. Since many employers aren’t even aware of this program, it may be the information that convinces the employer to give you a chance. The address is: Federal Bonding Program, 1725 DeSales Street N.W. suite 900, Washington, D.C. 20036, (202) 293-5566 or 800-233-2258.

### **Dishonest**

Although it would be difficult to get away with lying on a job application while on parole/probation because of your parole/probation officer's involvement in your affairs, some ex-offenders, after they get off of parole/probation, try to hide their criminal history from prospective employers for fear that they will be turned down for the jobs they seek. While it is possible to get away with lying on an employment application for a while in some instances, (those jobs which do not require background checks, fingerprinting, and drug testing) it can come back to haunt you when you least expect it. In fact in some cases, lying on an employment application can result in legal consequences (i.e. fraud, falsification of a public document, etc.) besides the obvious monetary consequences of losing a good job and the potential embarrassment to your family.

### **Employment Challenges**

When you first reenter the community, you may find that you have to accept a job that is well below your skill, experience, and education levels. The key is to do the best job you can while you are in each job and continue to prepare for and look for better jobs which can move you toward your potential. Remember, every job is a potential reference for the next job you apply for.

A second challenge you may face as an ex-offender is the possibility of being held to a higher standard than other employees at your job. This is especially true if your employer has had little experience or success with ex-offenders. If something is lost or stolen, etc., you will probably be at the top of the suspect list. Your best defense is a good offense; work hard, maintain a positive attitude, avoid questionable employees, report any job related discrepancies/problems immediately, and try to have documentation and/or others around who can vouch for your actions.