



Working Ahead: A Guide for Connecting Youth Offenders
with Employment Opportunities



U.S. DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING ADMINISTRATION
PACIFIC - WESTERN REGION

JULY 2004

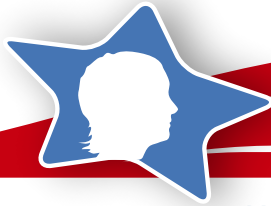


Table of Contents
Introduction

Chapter One: Overview
Chapter Two: Know the Score
Chapter Three: Career Planning
Chapter Four: Resources

Glossary
Appendices

CONTENTS

Introduction
Acknowledgements
Disclaimer

Chapter One: Overview

Working with Youth Involved in the Justice System
Background: The Young Offender Initiative; Workforce Investment Act (WIA)
and Young Offenders
How Is Working with Young People in the Justice System Different than Working
with WIA Youth Customers?
Potential Barriers to Employment
Working with Young Offenders with Disabilities
Confidentiality
Political Representation and Prisoner Advocacy
Differences Between the Juvenile and Adult Criminal Justice Systems
Background on Court Systems
Different Language
When Is a Juvenile Not Treated as a Juvenile?
Juveniles Tried as Adults
Parental Involvement
What Works
Know the Labor Market and Relevant Employment Laws
Offer Pre-Employment and In-Training Services to Prepare Clients for Work
Provide Post-Employment Services to Promote Job Retention

Chapter Two: Know the Score

Impact of a Criminal Record on Employment
Taking Care of Business: The Criminal Record and How to Work with It
Getting, Reviewing and Correcting a RAP Sheet
Working to Overcome the Record: Expunging and/or Sealing Records,
Conviction Set Asides, and Restoration of Civil Rights for
Juveniles and Adults
Criminal Background Checks
Employers who Fingerprint
Consumer Reporting Agencies
Indicators and Assessments of Barriers to Employment
Assessing Barriers to Employment
Learning Disabilities
Behavioral Health
Substance Abuse
Mental Health

- Depression
- Suicide
- Abuse
- Physical Abuse
- Emotionally or Physically Abusive Relationship

Chapter Three: Career Planning

- Restricted and Promising Industries
 - Promising Industries that Meet Labor Market Demands
 - Restricted Industries and Some Remedies
- Completing an Employment Application and Preparing for an Interview
 - Disclosure and Mock Interviews
 - Answering Application Questions About Your Record
 - How to Describe Time in Prison on a Job Application
 - How to Describe Time in Prison and/or a Criminal Record in a Job Interview
- Working With Employers
 - Work Opportunity Tax Credit
 - Federal Bonding Program

Chapter Four: Resources

- Web Resources
 - Non-Profit and Private for-Profit Resources
 - Federal and State Agencies
 - Funding and Grant writing Resources
- Useful Publications
- Glossary

Appendices

- Common Legal Barriers ([AK](#), [AZ](#), [CA](#), [HI](#), [ID](#), [NV](#), [OR](#), [WA](#))
- [Voting Rights](#)
- [Programs that Work](#)
- [States with Certificates or Restoration of Rights](#)
- [Federal Bonding Program](#)
- [Negligent Hiring](#)
- [Work Opportunity Tax Credit](#)
- [State Repositories and FBI Unit](#)
- [Sealing or Expungement of Criminal Records](#)
- [Employers Rights' to Information](#)
- [Applications and Resumes](#)
- [Interviews](#)
- Smart Solutions*



INTRODUCTION

Working Ahead: A Guide for Connecting Young Offenders with Employment Opportunities was designed for case managers and people, especially youth and young adults, involved in the juvenile or adult criminal justice system. When a person has been involved with the criminal justice system it can be more difficult to find work, but it is possible. We hope this guidebook will point readers in the right direction.

This guidebook was put together to specifically assist people living in Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, and Washington State, the States that are the Pacific-Western Region of the U.S. Department of Labor's Employment and Training Administration (Region 6 ETA). If you live elsewhere, please consult the National H.I.R.E. Network at <http://www.hirenetwork.org/> for other information and materials specific to your State. While our goal is to present accurate information, some information may have changed since publication (July 2004). Laws can differ greatly according to the jurisdiction and /or circumstances as well as change with each passing legislative year. Therefore, it is important to verify the information that may be critical to you.

ACKNOWLEDGEMENTS

This CD/guidebook was prepared with funding from the Pacific-Western Region of the U.S. Department of Labor's Employment and Training Administration (Region 6 ETA). Much of the information was researched and compiled by the staff of the National H.I.R.E. Network, a project of Legal Action Center, a non-profit law and policy organization. In addition, some of the content reflects the ideas, suggestions and approaches of many practitioners within youth development, workforce, and justice organizations. The primary partners who worked on this project were: Roberta Meyers-Peebles, Michelle Harrison, and Debbie Mukamal of the National H.I.R.E. Network (a national clearinghouse for information and an advocate for policy change); Caroline Hotaling and Livingston Sutro of G.R.A.P.E. (a community-based prevention coalition); Renee Lee of Cochise County Workforce Development (a rural workforce system); and Denise Fogleman of the Pacific-Western Region of the U.S. Department of Labor's Employment and Training Administration.

Youth, national employment technical assistance providers, and other local, State and Federal partners whose comments and suggestions improved upon it formally reviewed this guidebook. These include Stephanie Franzosa and Maria Candamil (TATC); Joyce Vail (Job Corps); Catherine Haynes (Region IV Development Association, Inc. Idaho); Rich Coleman of Corrections Clearinghouse (Washington); Rebecca Taylor, Ph. D.; and Sandra Waterhouse and Gloria Pennington of ETA. In addition, Steve Brown of KidLaw convened a focus group of high school students from Marshall Alternative School in Seattle, WA to provide suggestions for improving the readability and usefulness of this tool.



DISCLAIMER

The information contained in this guidebook is not legal advice and is provided only for reference purposes. If legal advice is necessary, a lawyer should be consulted. Contact a local community legal aid group for low or no-cost legal assistance.

The information, ideas, and approaches presented in this publication were developed by other public and private organizations and are not endorsed by the U.S. Department of Labor's Employment and Training Administration. They do not necessarily reflect points of view, opinions, or official positions of the U. S. Department of Labor. The ideas and strategies are presented solely for each case manager's and each organization's review, consideration, uses, and modification as needed.