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SERVING THE COUNTIES OF ESCAMBIA, SANTA ROSA AND PART OF OKALOOSA

### **EMPLOYMENT**

In an effort to promote public safety and reduce recidivism, the United States District Court in the Northern District of Florida is dedicated to providing employment and education assistance to those on pre-trial and post-conviction supervision.

**NOTE: Please review the materials regarding the [STEP program](#) and how it may assist you in finding full or part-time employment.**

#### 1. **High-Demand Occupations**

By visiting the following website, you will find a list of the 2017-18 Florida Statewide Demand Occupations List.

**[Florida Statewide Demand Occupations List](#)**

#### 2. **How do I even begin to look for employment?**

You are encouraged to visit your local Workforce Board and sign-up for their services. Local Workforce Boards are a non-profit organization committed to supporting workforce needs. Most are members of the Career Source Florida Network and provide employment and training resources for job seekers. By visiting the following website, you can access the Workforce Board near you:

Workforce Escarosa - Serving Escambia and Santa Rosa Counties. Visit this website to find additional information:

**[Career Source Escarosa](#)**

Workforce Development Board of Okaloosa - Severing Okaloosa and Walton Counties Visit this website to find additional information:

**[Career Source Okaloosa](#)**

**3. What if I do not know what type of employment/career I want to pursue?**

A self-assessment is one way to help determine your interests and skills. There are several websites that offer self-assessments and employment resources, such as [My Skills-My Future](#), [My Next Move](#), and [Career One Stop](#).

**4. Are there other places I can go and apply for a job?**

Yes. There are a number of online sites that provide job openings in your area. Many of these sites require that you have a résumé available to download as a part of your application. If you do not have a résumé, you are encouraged to visit the following sites:

**[Resume Resources](#)**

**[Vets Resume Builder](#)**

Additionally, there are several sites, such as the ones below, that provide the most recent employment openings in your area at no cost.

<b>Job Search Engine</b>	<b>Website</b>
Career Builder	<a href="http://www.careerbuilder.com/">http://www.careerbuilder.com/</a>
JobHub	<a href="http://www.jobhub.com/">http://www.jobhub.com/</a>
Indeed	<a href="http://www.indeed.com/">http://www.indeed.com/</a>
Monster	<a href="http://www.monster.com/">http://www.monster.com/</a>
Beyond	<a href="http://www.beyond.com/">http://www.beyond.com/</a>
Snag-a-Job	<a href="http://www.snagajob.com">http://www.snagajob.com</a>

**5. What types of questions can I anticipate being asked about my criminal convictions?**

There are several means to assist you in being prepared to answer questions about your criminal history. You are encouraged to work with a counselor at your local Career Source center or your probation officer to learn more about the types of questions to expect and the suggested responses. The bottom line is to always be honest. By clicking on the web-site below you will find websites and sample interview questions to help you prepare for an interview.

**[How to Prepare for an Interview](#)**

How to prepare for an interview with tips and tricks and how to answer ex-offender specific questions.

## **Tips for the Ex Offender**

Ex-offender specific guide to the interviewing process, complete with what to do/what not to do during an interview. Also included are examples of suggested responses to interview questions

## **Interview Skills Survival Guide**

Interview skills survival guide for ex-offenders.

### **6. Are there items, other than a résumé (including a cover letter), that I will need to have available for potential employers?**

Yes. At a minimum, you will need to provide the following:

- Social Security Card
- Driver's License or Official Picture ID card
- Birth Certificate

If you do not have one or any of the above items, go to the "miscellaneous section" of this website to learn how to obtain these documents.

### **7. Are there incentives for employers to hire individuals who have been convicted of a felony?**

Yes. By visiting the following websites, you will find two programs offered to employers if they employ convicted felons.

**[The Federal Bonding Program](#)**

**[Work Opportunity Tax Credit](#)**