

# The Employment Resource Center Handbook



***FEDERAL BUREAU OF PRISONS***  
***Inmate Transition Branch***  
***Washington, D.C. 20534***  
***2006***

**The following additional publications are available from the  
Inmate Transition Branch:**

- **Employment Information Handbook**
- **Institution Volunteer Handbook**
- **Community Volunteer Handbook**
- **Mock Job Fair Handbook**

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For additional information, write to: Inmate Transition Branch (ITB), Federal Bureau of Prisons, 320 First Street, N.W., Washington, D.C. 20534; or, call the Inmate Transition Branch at 202-305-3860, 3553, 8128, 4430. E-mail: [smccollum@bop.gov](mailto:smccollum@bop.gov). There is also a web page for the branch at [www.unicor.gov/about/about\\_fpi\\_programs/inmate\\_transition](http://www.unicor.gov/about/about_fpi_programs/inmate_transition).

# **Employment Resource Center Handbook**

## ***Introduction***

Inmates need a lot of help when they are preparing for release. They need, among other things, help in preparing employment folders, locating available community resources to help find and keep a job, finding appropriate housing and transportation and the many other support services. An Employment Resource Center (ERC) can provide that assistance. Information is what most inmates lack, particularly if they have been incarcerated and out of the labor market for many years. The ERC can help them make good decisions as they prepare to look for a job and go back to their families and communities.

## ***How to start***

As a first step, survey existing resources in your institution and determine what employment materials are already available. Then make a list of additional items that are needed to establish the center. Location is critical. Find a location accessible to all and furnish the center so that several inmates can use it at the same time.

Discuss all ERC plans with your immediate supervisor, e.g. the Education Supervisor, as well with other key staff. You will need to submit a proposal in writing to your institution warden that outlines where you think the ERC should be located and the resources needed to put it together. This should include a budget for the furniture, books and other materials.

## ***The next step***

Get a copy of and watch the video, **“EMPLOYMENT RESOURCE CENTER, A TOOL FOR POST RELEASE SUCCESS.”** If a copy is not already available in your institution, one is available from the Inmate Transition Branch.

## **Location, staff, and resources**

In order to be most effective, a center should be located in an area readily accessible to, and frequently used, by inmates. Two or more trained inmate resource aides, assigned to the center, can help deliver employment enhancement services with infrequent staff supervision. A sample job description for Employment Resource Aides is contained in Figure 1. Outside resources from the local workforce development council, the state employment service, the department of labor, and the local community/junior colleges, can assist in developing and maintaining the employment resource center. Training materials for inmate ERC aides, and staff responsible for ERCs, is now available through the NIC Information Center. Please contact them at 800-877-1461 or write to <http://nicic.org/Library/020931> and order the materials online.

## **Furnishings and materials**

Typical employment resource centers should have a table, a typewriter, a file cabinet, and some book shelves. Tables should be large enough for more than one inmate to use as a work area. Access to a typewriter enables inmates to prepare their resumes and cover letters. Use of computer labs, where available, for this purpose is also desirable. The file cabinet can be used to house folders, by state, and subdivided by metropolitan areas or towns, to store community contact information. Resource books and other publications can be shelved on one or more book shelves for checkout or reference. Employment resource center aides should collect information by mailing requests, over staff signature, to appropriate state departments of labor or workforce development councils. Some information may also be obtained by staff from state home pages on the INTERNET at [www.state.\\_\\_.us](http://www.state.__.us). The blank is the two digit postal code for the state, such as [www.state.va.us](http://www.state.va.us), for Virginia. Free materials can also be identified at the US Department of Labor Employment and Training web site: [www.doleta.gov](http://www.doleta.gov).

## **Activities**

Employment centers should ensure the creation of employment release folders for inmates to use in job searches. Since many companies are required to verify the citizenship of prospective employees before they hire, the folder should contain proof of citizenship and an acceptable picture identification. These requirements are listed and explained in Figures 2, 3, and 4, (Immigration and Naturalization Service documents). A typical folder should include a social security card, a resume, a certified copy of a birth certificate, a high school diploma or General Equivalency Diploma, vocational certificates, college diploma(s), and a transcript from each school attended, including one from the federal prison system. A federal or state picture identification such as a driver's license should be included or obtained soon after release. A sample employment folder can be obtained from the ITB.

Other activities conducted in the employment resource center should include, but need not be limited to, identifying job leads, sending application letters and resumes to appropriate companies, participating in a job club with other inmates planning for release, obtaining documents to include in employment folders, and use of America's Labor Market Information System (ALMIS). The center resources should also be used to assist staff as they prepare for mock job fairs.

## ***Available resources***

Resource material for resume and associated letters, job search, life skills, and other materials to contribute to an inmate's post release readiness can be maintained in the employment resource center. Staff may wish to access the Internet or other sources to obtain information about the best markets for specific occupations, job training and retraining program opportunities, including designated assistance for people that are disabled, veterans, and the elderly. Ex-offenders may qualify for employment and training assistance programs depending upon the requirements of the State to which they release.

Community contacts with the local Employment One-Stop or U.S. Employment Service and other services agencies can provide an outside source for employment information and assistance. Ask them to visit your institution to provide seminars and other information for inmates planning for release. You can locate these and other resources in the government pages (usually called blue pages) of the local telephone book.

The resources listed on the following pages are examples of those available to help inmates prepare themselves for release and post release employment. Staff should collect materials from available sources and place them in the employment resource center for use by those preparing for release. For donated materials, review current Bureau of Prisons and Institution policy prior to their acceptance.

## Government Published Resources

Telephone Toll-Free: 1-888-293-6498

Access via internet: <http://www.gpoaccess.gov/index.html>

### Occupational Outlook Handbook, 2006-2007 Edition

By U.S. Dept. of Labor Softcover · Order code: J2484  
Price: \$17.95.

**Job Outlook in Brief, 2002-2012** Description: 2002-2012 Job Outlook in Brief. Reprinted from the Spring 2004 issue of the Occupational Outlook Quarterly. Provides brief sketches of employment data for each occupation in the Occupational Outlook Handbook. Item 0770-A.

### Federal Benefits for Veterans and Dependents, 2004

Publisher: Veterans Affairs Dept., Office of Public Affairs Description: VA Pamphlet 80-03-1. P94663. Measures 9 x 6 in. Informs veterans and dependents of the variety of federal benefits available.

Price: \$7.00

### Career Guide to Industries, 2006-07 Description:

Labor Statistics Bureau Bulletin 2601. 7th edition. Provides information on the nature of the industry, employment, working conditions, occupations in the industry, training and advancement, earnings and benefits, and outlook. Organized by Standard Industrial Classification (SIC) major categories. Intended as a companion to the Occupational Outlook Hdbk.

Item 768-A-01.

### Getting Back to Work: Returning to the Labor

**Force After an Absence 2005** Description: Reprinted from the Winter 2004-05 issue of the Occupational Outlook Quarterly. Provides useful information on how to successfully re-enter the workforce.

## Other Government Resources

### Employment Information Handbook

Federal Bureau of Prisons  
320 First Street, N.W.  
Washington, DC 20534 202-305-3860  
Web site:

[www.unicor.gov/about/about\\_fpi\\_programs/inmate\\_transition/index.cfm](http://www.unicor.gov/about/about_fpi_programs/inmate_transition/index.cfm)

### Federal Student Aid Information Center

P.O. Box 84  
Washington, D.C. 20044  
1-800/4-FED-AID (1-800/433-3243)  
Student Guide and Forms

Web site:  
[www.studentaid.ed.gov/PORTALSWebApp/students/english/funding.jsp?tab=funding](http://www.studentaid.ed.gov/PORTALSWebApp/students/english/funding.jsp?tab=funding)

## Privately Published Resources

### Everything You Need For Your Job Search

#### What Color is Your Parachute

Richard Boles  
2006  
Price: \$17.95  
\*ISBN: 1580087772

#### Transition-to-Work Inventory (TWI)

John Liptak, Ed.D.  
2004  
Price: \$30.95  
Package of 25  
\*ISBN: 1593570759

#### Individual Career Portfolio

Noreen Lindsay  
2005  
\$26.95  
\*ISBN: 1593571496

#### Resume Writing

Job Search Tools: Resumes, Applications, and  
Cover Letters  
2005  
JIS-1563707020  
Price: \$6.95

#### Interview Skills

Networking and Interviewing for Jobs  
Mike Farr  
2004  
JIS-1563707039  
\$6.95

#### Job Search Handbook for People with Disabilities

Daniel J. Ryan, Ph.D.  
2004  
\$17.95  
Second Edition  
\*ISBN: 1563709899

### Offender Employment

The Ex-Offender's Job Hunting Guide: 10 Steps to a  
New Life in the Work World  
Ronald Krannich, Ph.D., Caryl Krannich, Ph.D.  
2005  
\$17.95

#### The Job Application Handbook: Proven Strategies and Effective Techniques for Selling Yourself to an Employer

2005  
\*ISBN 1857309920  
\$12.35

#### Employer Database

America's Labor Market Information System, *Employer  
Database*, CD-ROM, InfoUSA, 5711 S. 86th Circle,  
Omaha, NE 68127, (800) 555-5211.

#### Best Career and Education Web Sites: A Quick Guide to Online Job Search

Anne Wolfinger  
2006  
JIST Works  
\$12.95  
\*ISBN: 159357312X

\*ISBN is the International Standard Book Number.  
It is a 10-digit number that uniquely identifies books  
and book-like products published internationally.

The purpose of the ISBN is to establish and identify one  
title or edition of a title from one specific publisher and  
is unique to that edition—allowing for more efficient  
marketing of products by booksellers, libraries,  
universities, wholesalers and distributors.



## **Internet Resources**

**U.S. Department of Labor  
Employment and Training Administration**

<http://www.doleta.gov>

**America's Service Locator**

[www.servicelocator.org](http://www.servicelocator.org)

**America's Job Bank**

[www.ajb.dni.us/](http://www.ajb.dni.us/)

**America's Career Infonet**

[www.acinet.org/acinet/](http://www.acinet.org/acinet/)

**Employer Search**

[www.acinet.org/acinet/employerlocator/employerlocator.asp](http://www.acinet.org/acinet/employerlocator/employerlocator.asp)

**O'Net Occupational Information**

[www.onetcenter.org](http://www.onetcenter.org)

**Employer Tax Credits**

[www.doleta.gov/advanced\\_search/search.cfm?operation=1&query=Employer+Tax+Credits](http://www.doleta.gov/advanced_search/search.cfm?operation=1&query=Employer+Tax+Credits)

**Career One-Stop Centers**

[www.careeronestop.org](http://www.careeronestop.org)

**Yellow Page Listings**

[www.bigyellow.com](http://www.bigyellow.com)

Figure 1.

BP-S574.052 SAMPLE INMATE JOB DESCRIPTION--POSITION AND STANDARD CDFRM OCT 98  
 U.S. DEPARTMENT OF JUSTICE FEDERAL BUREAU OF PRISONS

1. Department Education	2. Detail Education	3. Grade
4. Title (Dictionary of Occupational Titles) Employment Resource Aide (13-1071.00 Employment, Recruitment, and Placement Specialists)		
5. Introduction (Define job and its functions within the Department) Provide assistance in the Employment Resource Center (ERC) to inmates who request to use the resources and facilities. Maintain the sanitation in the area, and accountability for ERC equipment and materials.		
6. Major duties / Responsibilities (Itemize duties and responsibilities. Relate specific standards as to the quality, quantity, and technical skill required.) Each inmate hired as an ERC aide must complete ____ hours of training with the staff member supervising the ERC. Training will prepare the aide to perform the following tasks: Assist inmates to prepare resumes; Assist inmates to prepare cover letters; Assist inmates in the use of available reference materials; Serve as a classroom aide during job readiness training; Answer questions posed by others in reference to employment; Assist inmates to prepare job applications; Instruct inmates on how to obtain pertinent information for the completion of resumes and applications; Help inmates search for gainful employment prior to release using resources provided; Maintain accountability of equipment and reference material; Assist with letter writing for information; Maintain file of current addresses of helping agencies such as One-Stops, Vocational Rehabilitation, Veterans Affairs, U.S. Employment Service offices, and Social Services agencies; Maintain job postings on bulletin board; Assist inmates to develop an employment folder containing a social security card, birth certificate, resume, cover letter samples, a generic work application, education transcripts, copies of vocation and academic certificates, address of unemployment office and/or one-stop shop at their release destination, and any other relevant documents; and Operate a computer terminal using employment related software.		
7. Safety and Personal Appearance Standards (List any special safety or personal appearance requirements of the position.) Appropriate to the worksite.		
8. Job Controls (Work schedule information; identify immediate supervisory position, do not use individual names.) The Library Supervisor shall supervise this position. Work schedule as posted.		
Position Description Prepared by		
9a. Work Supervisor (Printed Name/Signature)	9b. Department Head (Printed Name/Signature)	
10. Date Position Description Approved by Performance Pay Committee		
10a. Printed Name/Signature of Performance Pay Committee Representative		
11. Inmate Printed Name/Signature	Register Number	Date
12. Printed Name/Signature of Staff Witness		

(This form may be replicated via WP)

Replaces BP-S574.052 of Jul 95

**Figure 2.**  
**Proof of Citizenship Lists of Acceptable Documents**

<b>LISTS OF ACCEPTABLE DOCUMENTS</b>		
<b>LIST A</b>	<b>OR</b>	<b>AND</b>
<b>Documents that Establish Both Identity and Employment Eligibility</b>		<b>Documents that Establish Identity</b>
<ol style="list-style-type: none"> <li>1. U.S. Passport (unexpired or expired)</li> <li>2. Certificate of U.S. Citizenship (<i>Form N-560 or N-561</i>)</li> <li>3. Certificate of Naturalization (<i>Form N-550 or N-570</i>)</li> <li>4. Unexpired foreign passport, with <i>I-551 stamp</i> or attached <i>Form I-94</i> indicating unexpired employment authorization</li> <li>5. Permanent Resident Card or Alien Registration Receipt Card with photograph (<i>Form I-151 or I-551</i>)</li> <li>6. Unexpired Temporary Resident Card (<i>Form I-688</i>)</li> <li>7. Unexpired Employment Authorization Card (<i>Form I-688A</i>)</li> <li>8. Unexpired Reentry Permit (<i>Form I-327</i>)</li> <li>9. Unexpired Refugee Travel Document (<i>Form I-571</i>)</li> <li>10. Unexpired Employment Authorization Document issued by DHS that contains a photograph (<i>Form I-688B</i>)</li> </ol>	OR	<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> </ol> <p style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></p> <ol style="list-style-type: none"> <li>10. School record or report card</li> <li>11. Clinic, doctor or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>
		<ol style="list-style-type: none"> <li>1. U.S. social security card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>)</li> <li>2. Certification of Birth Abroad issued by the Department of State (<i>Form FS-545 or Form DS-1350</i>)</li> <li>3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (<i>Form I-197</i>)</li> <li>6. ID Card for use of Resident Citizen in the United States (<i>Form I-179</i>)</li> <li>7. Unexpired employment authorization document issued by DHS (<i>other than those listed under List A</i>)</li> </ol>

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

**Figure 3.**  
**Sample Employment Eligibility Verification Form I-9**

Department of Homeland Security  
U.S. Citizenship and Immigration Services

OMB No. 1615-0047; Expires 03/31/07

**Employment Eligibility Verification**

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work eligible individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Verification.** To be completed and signed by employee at the time employment begins.

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen or national of the United States
- A Lawful Permanent Resident (Alien #) A \_\_\_\_\_
- An alien authorized to work until \_\_\_\_\_  
(Alien # or Admission #)

Employee's Signature	Date (month/day/year)
----------------------	-----------------------

**Preparer and/or Translator Certification.** (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

**Section 2. Employer Review and Verification.** To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____

**CERTIFICATION** - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) \_\_\_\_\_ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name	Address (Street Name and Number, City, State, Zip Code)	
		Date (month/day/year)

**Section 3. Updating and Reverification.** To be completed and signed by employer.

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility. Document Title: _____ Document #: _____ Expiration Date (if any): _____	

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (month/day/year)
--	-----------------------

**NOTE:** This is the 1991 edition of the Form I-9 that has been rebranded with a current printing date to reflect the recent transition from the INS to DHS and its components.

Form I-9 (Rev. 05/31/05)Y Page 2

## Figure 4. I-9 Instructions Form

Department of Homeland Security  
U.S. Citizenship and Immigration Services

OMB No. 1615-0047; Expires 03/31/07  
**Employment Eligibility Verification**

### INSTRUCTIONS

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM.

**Anti-Discrimination Notice.** It is illegal to discriminate against any individual (other than an alien not authorized to work in the U.S.) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work eligible individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

**Section 1 - Employee.** All employees, citizens and noncitizens, hired after November 6, 1986, must complete Section 1 of this form at the time of hire, which is the actual beginning of employment. **The employer is responsible for ensuring that Section 1 is timely and properly completed.**

**Preparer/Translator Certification.** The Preparer/Translator Certification must be completed if Section 1 is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete Section 1 on his/her own. However, the employee must still sign Section 1 personally.

**Section 2 - Employer.** For the purpose of completing this form, the term "employer" includes those recruiters and referrers for a fee who are agricultural associations, agricultural employers or farm labor contractors.

Employers must complete Section 2 by examining evidence of identity and employment eligibility within three (3) business days of the date employment begins. If employees are authorized to work, but are unable to present the required document(s) within three business days, they must present a receipt for the application of the document(s) within three business days and the actual document(s) within ninety (90) days. However, if employers hire individuals for a duration of less than three business days, Section 2 must be completed at the time employment begins. **Employers must record: 1) document title; 2) issuing authority; 3) document number, 4) expiration date, if any; and 5) the date employment begins.** Employers must sign and date the certification. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. These photocopies may only be used for the verification process and must be retained with the I-9. **However, employers are still responsible for completing the I-9.**

**Section 3 - Updating and Reverification.** Employers must complete Section 3 when updating and/or reverifying the I-9. Employers must reverify employment eligibility of their employees on or before the expiration date recorded in Section 1. Employers **CANNOT** specify which document(s) they will accept from an employee.

- If an employee's name has changed at the time this form is being updated/reverified, complete Block A.
- If an employee is rehired within three (3) years of the date this form was originally completed and the employee is still eligible to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.
- If an employee is rehired within three (3) years of the date this form was originally completed and the employee's work authorization has expired or if a current employee's work authorization is about to expire (reverification), complete Block B and:

- examine any document that reflects that the employee is authorized to work in the U.S. (see List A or C),
- record the document title, document number and expiration date (if any) in Block C, and
- complete the signature block.

**Photocopying and Retaining Form I-9.** A blank I-9 may be reproduced, provided both sides are copied. The Instructions must be available to all employees completing this form. Employers must retain completed I-9s for three (3) years after the date of hire or one (1) year after the date employment ends, whichever is later.

**For more detailed information, you may refer to the Department of Homeland Security (DHS) Handbook for Employers, (Form M-274). You may obtain the handbook at your local U.S. Citizenship and Immigration Services (USCIS) office.**

**Privacy Act Notice.** The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by officials of the U.S. Immigration and Customs Enforcement, Department of Labor and Office of Special Counsel for Immigration Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed, since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.

**Reporting Burden.** We try to create forms and instructions that are accurate, can be easily understood and which impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. Accordingly, the reporting burden for this collection of information is computed as follows: 1) learning about this form, 5 minutes; 2) completing the form, 5 minutes; and 3) assembling and filing (recordkeeping) the form, 5 minutes, for an average of 15 minutes per response. If you have comments regarding the accuracy of this burden estimate, or suggestions for making this form simpler, you can write to U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., Washington, DC 20529. OMB No. 1615-0047.

**NOTE:** This is the 1991 edition of the Form I-9 that has been rebranded with a current printing date to reflect the recent transition from the INS to DHS and its components.

**EMPLOYERS MUST RETAIN COMPLETED FORM I-9  
PLEASE DO NOT MAIL COMPLETED FORM I-9 TO ICE OR USCIS**

Form I-9 (Rev. 05/31/05)Y