

# SURVIVE-TO-THRIVE: EMPLOYMENT

Employment is a pathway to a thriving life. Not only does it prevent homelessness, it prevents boredom. Boredom can corrupt good intentions and lead to harmful behaviors and criminal activity.

## ARIZONA@WORK

AZ@WORK provides services and resources for the participant to pursue secure employment and continuing education opportunities. This program offers a wide array of benefits and assistance such as job training, career guidance, skills development, and in some cases, financial aid to improve the participant's chances of securing employment or higher education. We strongly recommend that participants schedule an appointment with AZ@WORK staff. And, we ask that you check in with their progress with AZ@WORK.

## FEDERAL BONDING

The Federal Bonding Program provides employers with \$5,000 of Fidelity Bond insurance for six months at no cost or deductible. This insurance is valid for six months. If employers want to keep the participant on board after that period, they can buy additional bonding. This bonding program offers employers a unique job placement tool to assist the previously incarcerated. A participant can follow up with employers by letter, email, or phone after submitting a job application to provide this information to the employer.

## FELON-FRIENDLY EMPLOYERS

To find a list of felon-friendly employers, refer to the RE:center's [Navajo County RE:source Guide](#) on the website. If you find a new one, let us know!

## RESUME BUILDING & JOB APPLICATIONS

Many participants need help completing a job application or building a resume. We have included some resources in this binder to help you help your participant. If you set up a participant with a Gmail email address, they will access basic resume templates on Google Docs. Feel free to use our computer lab or the public library. You may need to coach a participant through this process and help them proofread and edit.

## MOCK INTERVIEWS

Please use some of the resources in this binder to practice interview questions and discuss scenarios with your participant. They may or may not have the communications skills needed to ace an interview. Teach them about professionalism, courtesy, and work. Coach them to success.

## PROFESSIONAL CLOTHING

Many thrift stores offer clothing vouchers to people in need. Some focus on specific target audiences like veterans or young mothers. St. Vincent de Paul offer clothing vouchers to anyone in need. Shopping for professional clothes may be overwhelming for a participant. You may need to guide them through the clothing racks to find that perfect outfit. If your participant sticks with the Arizona@Work program, they may offer financial assistance in this area.

## HELPFUL LINKS



[How to Build a Resume in Google Docs](#)



[How To Write A Resume With Little or No Work Experience](#)



[Top Interview Tips: Common Questions, Body Language & More](#)



[How to Dress for a Job Interview](#)



[Your Ultimate Guide to Answering the Most Common Interview Questions](#)



[Federal Bond Program](#)

# FEDERAL BONDING PROGRAM

Exerpt from the Arizona Department of Economic Security  
([des.az.gov/services/employment/employers/federal-bonding-program](https://des.az.gov/services/employment/employers/federal-bonding-program))

"The Federal Bonding Program is a hiring incentive that provides employers \$5,000 of Fidelity Bond insurance for a six-month period at no cost and no deductible for at-risk job seekers. After six months, employers can buy additional bonding if the worker has demonstrated job honesty. This bonding service offers employers a unique job placement tool to assist ex-offenders and other at-risk/hard-to-place job applicants including, but not limited to:

- Ex-offenders with a record of arrest, conviction, imprisonment or a police record, or on parole or probation.
- Recovering substance abusers (alcohol or drugs) or individuals who have been rehabilitated through treatment for alcohol or drug abuse.
- Welfare recipients, individuals with poor credit history, or individuals who have declared bankruptcy.
- Economically disadvantaged youth and adults who lack a work history. Individuals dishonorably discharged from the military.

## Eligibility and Requirements

Workers must meet the state's legal working age (Arizona – 16 during school hours or 14 outside of school hours) .There are no maximum age limits.Federal taxes must be automatically deducted from the worker's pay. Self-employment is not covered.The bond is issued to cover workers who obtain permanent jobs providing at least 30 hours of work per week. Some exceptions may be made to accommodate the employer's needs.

## How to apply?

When an employer makes a job offer to an ex-offender, at-risk, or hard-to-place job applicant and the job is accepted, the employer must send a letter to the DES Federal Bonding Coordinator that confirms the worker's identity, offer of employment, job title, work location, start date, salary, and hours of work per week. This letter must be emailed to [dersfederalbonding@azdes.gov](mailto:dersfederalbonding@azdes.gov).

For more information on the Federal Bonding Program, please visit [bonds4jobs.com](https://bonds4jobs.com)."