

## Template for Explaining Criminal Background

Suggestions for ways to address criminal history during an interview or face-to-face contact with an employer

"Before we get started (or continue) there is something you have a right to know. Sometime ago (or x number of years ago), I made a serious mistake in judgment and I did something which I have regretted to this day. I was convicted of a felony based on that mistake. However, when you look at my record, you will notice that up until that point I had never been involved with the criminal justice system and you will note that I have not been involved with them since that time. (You may share briefly what happened i.e. as a result of having too much to drink, I over reacted to... and was convicted of *state two charges* (in your case). I spent four months incarcerated. Until I was laid-off in December 2009, I have been gainfully employed and have had no further incidents. As you can see I have strong skills in \_\_\_\_\_ and have been an valuable employee. Talk about what you have to offer.

Or

Template:

1. Tell the employer about your qualifications and skills for the position.
2. Indicate... before we continue, there is something I want to share or words to this effect
3. Then remind employer of your years of stability re: employment and citizenship before the incident and after the incident
4. Summarize your skills, strengths, and abilities and indicate the benefits to the employer in hiring you, including your eligibility for bonding through the Federal Bonding Program.

Remember RSLA

Right to know i.e. "While we are discussing my background there is something I would like to tell you."

Sincerity i.e. "In (year) I made a mistake. As a result of \_\_\_\_\_, I...."  
Share your stable history prior to the incident and since the incident

Learned - I recognize that I made a very poor decision that day and I take full responsibility for my actions. I spent (amount of time) incarcerated. I have learned from this mistake and you will notice that prior to this incident and after I have been gainfully employed and a positive and constructive citizen.

Advantage - "In addition to getting a dedicated and highly skilled employee, if you hire me I am bondable through the Federal Bonding Program. Or just emphasize your exemplary skills and work ethics.

I hope this helps.

## **Explanation as Attachment to Application**

I have included an explanation about my criminal history for your consideration. Five years ago on February 13 2005, I made a serious mistake in judgment and I did something which I have regretted and am ashamed of to this day. Up to the point of my laps in judgment I had been steadily employed in IT field for over 25 years. When you look at my record, you will notice that up until that point I had never been involved with the criminal justice system and I have not been involved with them since that time.

These events occurred during a time when my family and I were dealing with my brother's terminal illness and eventual death. As a result I started to drink heavily and while in this state, I overreacted to another person driving on the interstate, I was convicted of a felony and was incarcerated for four months. All charges on my record stem from that incident. That is not who I am.

Looking at my employment history, you will note that I was employed until December 31, 2009, when I was laid-off. I am currently seeking employment as a result of that lay-off. Again, I have had no further incidents with the criminal justice system, not even a parking ticket

I have strong skills in the IT field where I have worked for over 25 years and have been a valuable employee to the companies where I have worked. My electronics background has given me a strong analytical troubleshooting skills capability with ability to work a task or manage a project thru to completion. I am known for my work ethic, working well with others, and for getting the job done. If given the opportunity, I can assure you will not regret hiring me.

**SAMPLE**

## Sample Resume I

Sam Jones spent two years in a correctional facility where he learned Building Maintenance/Office Cleaning skills. He would like a job where he could continue using these skills. The resume clearly states what position he is applying for and provides a condensed summary of qualifications. The resume then provides details of his work experience without saying where or when he performed these skills. This was done to emphasize what he can do, not where he did it. His incarceration is listed under Work History and Education and Training with the facility name abbreviated as C.C.F. instead of Clinton Correctional Facility.

## **Objective**

### **Building Maintenance/Custodian**

- Over 2 years building maintenance and cleaning experience
- Maintained a wide variety of floors including wood, cement, tile and carpet
- Performed preventive and routine maintenance on equipment and machinery
- Maintained outdoor grounds in all types of weather using a variety of equipment
- Experienced working in a fast-paced, multiple task environment - set priorities
- Skilled at handling difficult Individuals and situations

## **Related Abilities and Experience**

- **Floor and Production Area Maintenance**

Swept, mopped, scrubbed and vacuumed floor of building using cleaning solutions. Cleared production work areas of all types of scrap materials for recycling.

Cleaned walls, ceiling, windows, equipment and building fixtures.

Applied paint, waxes and sealers to wood and concrete floors.

- **Equipment Maintenance**

Performed preventive and routine maintenance on a variety of equipment and machinery.

Notified management of concerns for needed repairs on buildings and equipment.

Troubleshoot and replaced defective parts on machines and equipment.

- **Outdoor and Building Maintenance**

Removed snow and ice from parking areas, driveways and sidewalks.

Used snowplow, snow blower, shovel and front end loader to move snow.

Performed preventive and routine painting, plumbing and electrical repairs.

Mowed lawns and grounds using power mowers, tractors and attachments.

Lawn care included watering, seeding and covering new grass growth areas.

Applied herbicides, fertilizers and pesticides using spreaders and spray equipment.

## **Work History**

Building Maintenance - C.C.F., Dannemora, New York - March 2005 to April 2007

Teller - Albank Savings Bank, Albany, New York - March 1999 to January 2001

## **Education and Training**

Building Maintenance Training, C.C.F., Dannemora - May 2005 to April 2007

High School Diploma / GED - Received June 1998

# Peter Kelly

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## OBJECTIVE

### *RESTAURANT COOK*

To assist a restaurant in attracting and retaining a strong customer base, by applying a passion for the culinary arts and a delight for fine food from around the world.

### *PERSON/IL PROFILE*

Experience working in a kitchen environment, filling orders, and developing menu items.  
Ability to get the job done by employing critical thinking and problem resolution skills.  
Work well as a team player and independently with very little supervision.  
Received commendations for dependability and strong work ethic.

### *COOKING SKILLS*

- Prepared a selection of entrees, vegetables, desserts, and refreshments.
- Cleaned the grill, food preparation surfaces, counters, and floors.
- Met high-quality standards for food preparation, service, and safety.
- Trained and supervised workers.
- Maintained inventory logs and placed orders to replenish stocks of tableware, linens, paper, cleaning supplies, cooking utensils, food and beverages.
- Received and checked the content of deliveries and evaluated the quality of meats, poultry, fish, vegetables, and baked goods.
- Oversaw food preparation and cooking.

### *RESTAUR/LNT EXPERIENCE*

**Kitchen Worker** - State 6f Maryland, Jessup, MD

**Short Order Cook** - Dino's Restaurant & Grill, Baltimore, MD

**Prep Cook/Laborer** - Chauncey's Diner, Baltimore, MD

**Lunch and Dinner Cook** - Paolo's Restaurant, Ellicott City, MD

### *TRAINING & EDUCATION*

**Graduate, Culinary Arts Training Course**, Catonsville Community College