

Ex-Offender Job Search Resources

**“Breaking the Barriers
to Employment”**



330-643-9020

**Akron-Summit County
Public Library**

**Business & Government Division
60 S. High Street, Akron, OH 44326
www.akronlibrary.org**

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Ex-Offender Job Search Resources

"Breaking the Barriers to Employment"

Ex-offenders face barriers to employment.

Barriers to employment may include: stigma and bias, drug and alcohol problems, a lack of continuous work history, and poor education. Obtaining employment may reduce the likelihood of ex-offenders being a harm to society, committing other crimes, and being reincarcerated.

The majority of ex-offenders do not have violent criminal records. Many ex-offender records consist of property crimes and drug related convictions.

Ex-Offender Job Search Resources is designed to help eliminate the barriers to employment for ex-offenders by providing job search, legal, substance abuse treatment, and educational resources.

New materials are added to the Library's collection on a regular basis. Consult a Business & Government librarian for help finding the most current title.

Ex-Offender Job Search Books

- | | |
|---|-----------------------------|
| Mendlin, Ronald C.
Being "Job-Ready": Identify Your Skills, Strengths and Career Goals
Identifies your strengths, weaknesses, interests, and provides tips to developing short and long-term goals. | Career
650.14
M538b |
| Enelow, Wendy S.
Best Resumes & Letters for Ex-Offenders
Step-by-step instructions on creating resumes and cover letters specifically geared toward and designed for ex-offenders. | Career
650.142
En56be |
| Elliott, Carter E.
Clean, Sober, and Unemployed: Strategies for the Post-Rehabilitation Job-Seeker
Job hunting strategies not only for drug and alcohol addicts, but those who have poor employment histories. | Career
650.1408
EL46c |

Mendlin, Ronald C. "Double You": The Person You Are and the Person You Want to Be Prepares the ex-offender for the job search by including basic job search resources and life skills for living on the outside world.	Career 650.14 M538d
Sull, Errol Craig Ex-Inmate's Complete Guide to Successful Employment Designed for soon-to-be released or newly released ex-offenders. Discusses how to answer difficult questions, gives advice on resume writing, interviewing, and provides tips on managing stress.	Career 650.14 Su949e
Krannich, Ron Ex-Offender's Job Interview Guide: Turn Your Red Flags Into Green Lights Discover and correct job search and interview mistakes.	Career 650.1408 K89ji
Krannich, Ron Ex-Offender's Job Hunting Guide: 10 Steps to a New Life in the Work World "Select appropriate job search approaches."	Career 650.1408 K89ex
Lordan, Kathleen Ex-Offender's Job Search Companion A guide to job search tools, nontraditional tools, resume writing, and the dos and don'ts of writing a cover letter.	Career 650.14 L867e
McNulty, Neil P. Ex-Offender's 30/30 Job Solution: Your Lifeboat Guide to Re-Entry Success Learn how to use voicemail to get interviews and negotiate offers.	Career 650.1408 M169js
Jones, Louis I Need a J-O-B! The Ex-Offender's Job Search Manual. Job search advice and tips for ex-offenders. Spiritual encouragement provided.	Career 650.14 J77i

<p>Krannich, Ron Job Hunting Tips for People with Hot and Not-So-Hot Backgrounds Over 150 job hunting tips.</p>	<p>Career 650.14 K89j</p>
<p>Krannich, Caryl Job Interview Tips for People with Not-So-Hot Backgrounds: How to Put Red Flags Behind You to Win the Job Learn useful interview strategies and win the job.</p>	<p>Career 650.14 K89jo</p>
<p>Mendlin, Ronald C. Job Search Tools: Resumes, Applications, and Cover Letters. Includes instructions on how to truthfully fill out a job application.</p>	<p>Career 650.14 M538j</p>
<p>Mendlin, Ronald C. Keeping Your Job: Survive and Succeed in a New Job. Gives advice on keeping a job; includes tips on time-management skills, good work habits, and communication skills.</p>	<p>Career 650.14 M538k</p>
<p>Sull, Errol Craig Makin' It: A Parole & Probation Survival Guide Provides survival tips concerning dealing with emotions, coping with stress, repairing relationships, the job interview, and keeping the job. (This title is located in the History & Humanities Division 330.643.9040)</p>	<p>364.62 Su949m</p>
<p>Rollo, Ned Man, I Need a Job!: Finding Employment with a Criminal Record Information on when and how to disclose your record, interview skills, resume writing, and overcoming rejection.</p>	<p>Career 650.14 R755m</p>
<p>Mendlin, Ronald C. Networking and Interviewing for Jobs Examples are specific to ex-offenders and teaches readers the best way to answer the question: Why should I hire you?</p>	<p>Career 650.14 M538n</p>

- | | |
|--|--|
| <p>Davis, Mike
 9 to 5 Beats 10 to Life: How to (Re) Enter Society
 Created for adult ex-offenders; provides practical information on completing job applications, job training, resume writing, and interviewing.</p> | <p>Career
 650.1408
 D263n</p> |
| <p>Angel, Debra L.
 No One is Unemployable: Creative Solutions for Overcoming Barriers to Employment
 Includes a 10-step approach for overcoming barriers to employment.</p> | <p>Career
 650.14
 An581n</p> |
| <p>Krannich, Ron
 Resume, Application, and Letter Tips for People With Hot and Not-So-Hot Backgrounds
 Learn behaviors to increase success, learn the job search method, and learn ways to present the work history.</p> | <p>Career
 650.142
 K89re</p> |
| <p>Boldt, Arnold
 Resumes for the Rest of Us: Secrets from the Pros for Job Seekers with Unconventional Career Paths
 Chapter 9, "Resumes for Ex-Offenders," includes helpful tips the ex-offender can use to enhance the resume.</p> | <p>Career
 658.142
 B687re</p> |
| <p>Richardson, Simone R.
 Zen of Resume Writing for Formerly Incarcerated Persons
 Write your resume with help from Zen Buddhism. Why Zen? Zen meditations may cause beneficial changes in the body.</p> | <p>Career
 650.14
 R25z</p> |

General Job Search Books

- | | |
|--|---|
| <p>Farr, Michael
 300 Best Jobs without a Four Year Degree
 Identify the best career options without a four year degree.</p> | <p>Career
 331.702
 F239th</p> |
| <p>Farr, Michael
 America's Top 101 Jobs for People without a Four-Year Degree
 Provides information on advancement opportunities, salaries, training and education needed for various positions.</p> | <p>Career
 331.702
 F239atj</p> |

Garber, Janet
I Need a Job, Now What?!
A guide to finding a job when you don't quite know
how to go about it. Career
650.14
G213in

Krannich, Ronald L.
**No One Will Hire Me: Avoid 15 Mistakes
and Win the Job**
Discusses common job search mistakes and provides
remedies so that one can avoid future errors. Career
650.142
K89no

Books that Describe Occupations

Krannich, Ronald L.
Best Jobs for Ex-Offenders
Describes an occupation by providing the nature of the
work, working conditions, employment information,
training, the job outlook, earnings and sources of
additional information. Career
650.1408
K89be

Bureau of Labor Statistics
Occupational Outlook Handbook
Describes an occupation by providing the nature of the
work, working conditions, employment information,
training, the job outlook, earnings and sources of
additional information. Career
331.7
Oc1

JIST Works
O*Net Dictionary of Occupational Titles
Describes an occupation by providing a brief description,
the education needed, number of people employed,
projected growth and earnings. Career
331.7
On58

Infobase Publishing
Encyclopedia of Careers and Vocational Guidance
Provides an overview of a job: history, description
description, job requirements, work environment,
earnings and more. Resource includes 700 careers
in over 90 industries. Directory
331.702
En56

Videos/DVDs

(Located in the Audio Visual Services Division)

After Prison: How the Ex-Convict Can Find a Place to Live, Get Work, and Stay Straight	364.8 Af258 (Video)
Inmates answer questions including: What can I do about housing? What do I tell potential employers? How can I overcome stigma?	
Down But Not Out: The Inspiring Story of Alphonso Bailey	364.8 D748 (Video)
A story about a young man who had everything going for him, bad decisions; however, landed him in prison.	
Post-Prison Blues: Adjusting Your Relationship with Family, Friends, and Yourself.	364.8 P857 (Video)
Offenders and prison staff provide prison release advice.	
Putting the Bars Behind You: A Guide to Job Interviewing for the Ex-Offender	650.14 P993 (Video)
Provides job search and interview skills for the ex-Offender.	
Starting Fresh: Interviewing with a Troubled Background	650.144 S796 (DVD)
"Trey shows viewers how to prepare for an interview."	
Starting Fresh: Resumes & Cover Letters with a Troubled Background	650.142 S796 (DVD)
"Trey shows viewers how his own self assessment helped him create a good resume despite a criminal background."	
Starting Fresh: Finding a Job with a Troubled Background	650.14 S796 (DVD)
Trey explains the traditional and nontraditional job search methods.	
You Need to Hear It: Alcohol and Drug Addition	362.29 Al3541 (DVD)
Walter D. Smith's drug addition landed him in the wrong place at the wrong time. As a result, he was wrongly accused and received a sentence of 84 to 214 years. He was released after 11 years in prison when DNA evidence proved his innocence.	

You Need to Hear It: Avoiding Drugs and Alcohol	362.29
Program dedicated to conveying the message of saying no to drugs and alcohol. Former First Lady Hope Taft, State Senator Ray Miller, and former NBA star Clark Kellogg are among the participants.	Av961 (DVD)
Your Need to Hear It: Avoiding the Bars	305.38896
"The goal of this video is to make our young men aware of the consequences of making the wrong decision..."	Y67 (DVD)
You Need to Here It: Wrongful Incarceration	346.0334
Danny Towns, who claims he was wrongfully accused, was convicted and incarcerated for twenty years in prison. He began his sentence at the young age of 17.	W957 (DVD)
You Need to Here It: Your Civil Rights	323.09771
Provides various types of civil rights cases, and the role of the Civil Rights Commission. Features Leonard Hubert, Commissioner, Ohio Civil Rights Commission.	Y81 (DVD)

Ohio Ex-Offender Reentry Coalition

www.reentrycoalition.ohio.gov

Provides resources and information to assist reentry including educational resources for ex-offenders, Ohio Benefit Bank contacts, countywide reentry resource guides, the results from county reentry task forces, employment information and information from local reentry coalitions, research, articles, related legislation and other helpful links. According to the Coalition Web site, "The mission of the Ohio Ex-Offender Reentry Coalition is to ensure successful offender reentry, reduce recidivism and enhance public safety."

Employment-Related Web Sites

For additional employment-related Web sites
refer to the Akron-Summit County Public Library
Business & Government Job Links:

www.akronlibrary.org/internetresources/bg/jobmain.html

Akron Works

www.akronworks.com

Careeronestop

www.careeronestop.org

Department of Veteran Affairs

www.va.gov

Click on: About VA

Hard2Hire

www.hard2hire.com

Job Center

www.thejobcenter.biz

Job Corps

www.jobcorps.dol.gov

Monster

www.monster.com

Ohio Means Jobs

<http://ohiomeansjobs.com/omj>

State of Ohio

<http://ohio.gov>

See "Working & Employment"

U.S. Department of Labor

Hire Vets First

<http://hirevetsfirst.dol.gov>

U.S.A. Jobs

<http://usajobs.opm.gov>

Where to Find Help

<http://wheretofindhelp.org>

Business Start-Up

Akron SCORE

Counselors to America's Small Business

One Cascade Plaza
Akron, Ohio 44308
330.379.3163

www.akronscore.org

SCORE provides business counseling and mentoring service at no charge.

Akron Urban League's Minority Business Development Center

440 Vernon Odom Boulevard
Akron, Ohio 44307
234.542.4149

www.akronurbanleague.org

Provides workshops on business plan writing, credit counseling; includes programs to help with management skills, and Minority Business Enterprise Certification.

Ohio Department of Development 1st Stop Business Connection

PO Box 1001
Columbus, Ohio 43216
800.248.4040

www.odod.state.oh.us

Click on: Business and Industry.
Entrepreneurship and Small Business Division.
or call and request the "Business Start-up Kit".

The kit will provide all the
information you will need to start a
business in Akron, Ohio.

Small Business Development Center

Akron Global Business Accelerator
526 South Main Street
Akron, Ohio 44311
330.375.2111

www.akronsbdc.org

SBDC conducts workshops for those interested in starting their own business. The center also provides business consulting free-of-charge.

**Start Your Business: A Guide to Resources for
The Akron-Area Entrepreneur**

Prepared by the librarians in the Business & Government Division
of the Akron-Summit County Public Library
60 South High Street
Akron, Ohio 44326
330.643.9020

<http://www.akronlibrary.org/internetresources/bg/startbiz.html>

U.S. Small Business Administration

409 3rd Street, South West
Washington, D.C. 20416

www.sba.gov

1-800-827-5722

SBA is a government agency founded in 1953. The goal of the SBA is to assist those with small business (and business start-up) by providing programs and services. The SBA helps entrepreneurs with services such as: financial assistance, business counseling and compliance, training, and laws and regulations affecting a business.

Business Start-Up Books

Robinson, Joseph

**Think Outside the Cell: An Entrepreneur's Guide
for the Incarcerated and Formerly Incarcerated**

364.8097

R662th

Since 1995, Joseph Robinson has been teaching incarcerated men business ownership fundamentals. Robinson's business expertise is revealed in this step-by-step business start-up resource. **(This title is located in the History & Humanities Division 330.643.9040)**

Employment Resources

Akron Summit Community Action, Inc. YouthBuild Program (For ages 18-24)

230 West Center Street
Akron, Ohio 44302

Contact Robert Dowdell, YouthBuild Director

Email: rdowdell@ascainc.org

www.aksumcom.org/youth.html

330.761.0562

According to the YouthBuild Web site, "The YouthBuild Program offers low-income young men and women, ages 18-24, hands-on construction training, education and leadership skills/life skills while they work toward their GED or high school diploma. YouthBuilders acquire job skills for a future in the construction trade through rehabilitating and/or constructing affordable housing for other low-income families in the community."

Workforce Investment Act (WIA) Adult and Dislocated Worker Services (Provided by Goodwill Industries)

1040 East Tallmadge Avenue
Akron, Ohio 44310
330.633.1050

"Provides job training, educational services, and placement to individuals and displaced workers. Services provided to job ready individuals include, development of resumes, job-seeking and interviewing skills, guidance in self-directed job search, and referrals to job openings."

Job Center

1040 East Tallmadge Avenue
Akron, Ohio 44310
330.633.1050

www.thejobcenter.biz

Call for an orientation.

Depending on your individual needs
the Job Center will help you with: Career counseling, interview skills
resume writing, job loss and transition skills, and job placement

**Job Corps
(For ages 16-24)
Ohio OA/CTS**

1040 East Tallmadge Avenue
Akron, Ohio 44310
330.630.4623
800.733.JOBS (toll free)
www.jobcorps.dol.gov

The nation's largest career technical training and education program, Job Corps is administered by the U.S. Department of Labor. Job Corps offers: GED completion assistance; tutoring programs; mentoring programs; a connection to career counselors and community leaders; technical training; and job hunting assistance.

**Moving Toward Employment
Oriana House**

885 East Buchtel Avenue
Akron, Ohio 44305
330.535.8116

Moving Toward Employment offers pre-employment assessments, job readiness training, job placement assistance and other services. Moving Toward is Oriana House's first program that is open to offenders in the community. Clients must live in Summit County and have a non-violent, non-sexual related offense. Please call in advance.

**Summit County One-Stop
Job Placement/Re-Entry
Ohio Department of Job & Family Services**

Contact: Evelyn Stokes
stokee@odjfs.state.oh.us
Customer Service Representative
<http://jfs.ohio.gov>

Job Center
1040 East Tallmadge Avenue
Akron, Ohio 44310
330.633.3061
www.thejobcenter.biz

**Transitions
Akron Community Service Center
& Urban League**

440 Vernon Odom Boulevard
Akron, Ohio 44307
330.434.3101
www.akronurbanleague.org
Yolanda Clay Program Manager.

Self-Help Resources/Inspirational

Krannich, Ron

Ex-Offender's Re-Entry Success Guide: Smart Choices for Making It On the Outside for Good!

364.8

K89ex

Includes a 146-item assessment test for re-entry, and a seven step process for re-entry. Acts as a guide that will help change the ex-offender mindset. **(This title is located in the History & Humanities Division 330.643.9040)**

Read, Edward

Getting High and Doing Time: What's the Connection? A Recovery Guide for Substance Abusers in Trouble with the Law

362.29

R282g

Provides resources that will assist the substance abuser in changing their behavior. Also looks at the connection between getting high and the criminal justice system.

(This title is located in the History & Humanities Division 330.643.9040)

Kearse, Randy

Changin' Your Game Plan! How to use Incarceration as a Stepping Stone for Success

158.1

K24ch

After serving 13 years in prison Randy Kearse changed his way of thinking and his life with the determination to succeed. Kearse's motivation is expressed in *Changin' Your Game Plan*, which will help people choose the positive path and warns people of the destructive force that sends individuals to prison in the first place. **(This title is located in the History & Humanities Division 330.643.9040)**

Henderson, Jeff

Cooked: From the Streets to the Stove, from Cocaine to Foie Gras

364.177

H496c

Sentenced to 19 years in prison (serving nine due to early release) for dealing cocaine, Jeff Henderson found inspiration and direction from working in the prison kitchen which gave him the cooking skills needed to work in Caesars Palace Hotel.

(This title is located in the History & Humanities Division 330.643.9040)

Shepherd, Dean

From Lemons to Lemonade: Squeeze Every Last Drop of Success Out of Your Mistakes

650.1
Sh548f

Learn techniques to help you manage failure so that you may turn emotional trauma into success.

Stawar, Terry L.

How to Be a Responsible Father: A Workbook for Offenders

362.8292
St798h

The resource will prepare you to be a responsible father by helping you with: "learning useful attitudes, overcoming unpleasant experiences from the past, managing personal stress, fears, and frustration, gaining knowledge about fathering," and much more. **(This title is located in the History & Humanities Division 330.643.9040)**

Jackson, Michael

How to Do Good after Prison: A Handbook for the Committed Man

364.8
J13h

Michael B. Jackson spent 10 years of his life in and out of prison. His first incarceration experience occurred at the young age of 18. Finally, he changed his life for the better and directed his anger toward positive change for himself and others. **(This title is located in the History & Humanities Division 330.643.9040)**

Legal Resources

For additional legal resources refer to the Akron-Summit County Public Library Business & Government Legal Links:

www.akronlibrary.org/internetresources/bg/legal.html

Organizations

National

American Civil Liberties Union

125 Broad Street 18th Floor
New York, New York 10004

www.aclu.org

A national nonprofit organization which actively fights for the protection of civil liberties of individuals.

**Ohio
American Civil Liberties Union of Ohio**

Max Wohl Liberties Center
4506 Chester Avenue
Cleveland, Ohio 44103
216.472.2200

www.acluohio.org
contact@acluohio.org

**National
Equal Employment Opportunity Commission (EEOC)**

1801 L Street, NW
Washington, DC 20507
202.633.4900

For additional EEOC information call:
1.800.669.4000

www.eeoc.gov

A federal organization which enforces Title VII of the Civil Rights Act of 1964. Title VII prohibits employment discrimination.

Legal Services

**Akron Bar Association
Lawyer Referral Service**

7 West Bowery Street, Suite 1100
Akron, Ohio 44308
330.253.5038

www.akronbar.org

A non-profit referral service that will find a lawyer for almost any legal need.

**Community Legal Aid Services
Community Legal Aid**

50 South Main Street, Suit 800
Akron, Ohio 44308
800.998.9454 (new clients)
330.535.4191 (existing clients)
866.584.2350 (Toll Free, existing clients)

www.communitylegalaid.org

Provides legal representation in civil matters to low-income residents.

Fair Housing Contact Service

333 South Street
Akron, Ohio 44308
330.376.6191

www.fairhousingakron.org

An agency that helps residents with landlord-tenant problems.
The service also offers free review of home loan documents.

Ohio Civil Rights Commission

Akron Regional Office
161 South High Street
Akron, Ohio 44308
330.643.3100

<http://www.crc.ohio.gov>

Investigates job and housing discrimination.

Ohio Legal Services

“Providing Legal Assistance to Low-income Ohioans”

From expungements, to health care, to public benefits, to wrongful discharge from employment, find information on almost any legal situation.

Contact a civil legal aid provider at 1.866.LAW.OHIO (1.866.529.6446)

www.ohiolegalservices.org

Summit County

Summit County Legal Defender

1 Cascade Plaza, Suite 1940
Akron, Ohio 44308
330.434.3461

For low income clients in need
of criminal legal representation.

Consumer Protection

Summit County

Office of Consumer Affairs

PO Box 22448
Akron, Ohio 44302-2448
330.643.2879
1.866.278.0003

www.co.summit.oh.us/conaffairs.htm

Protects individuals against unfair sales practices
including predatory lending.

Ohio Attorney General Consumer Protection

30 E. Broad Street, 17th Floor
Columbus, Ohio 43215

www.ag.state.oh.us

1.800.282.0515

Protects individuals against unfair sales practices

Ohio Attorney General Akron Bureau

www.speakoutohio.gov

1.800.282.0515

Ex-Offender Voting Rights

Ohio law provides felons the right to vote once released from incarceration regardless of whether they are on any form of community supervision like parole or probation. Individuals still in prison, however, cannot vote.

For more information consult:

Ohio Revised Code 2961.01

<http://codes.ohio.gov>

Law Handbooks

Anderson Publishing

Ohio Criminal Law Handbook

345.05

A compilation of rules, statutes, and special features concerning the Ohio Criminal Justice process.

Oh3o

Griffin, Burt W.

Ohio Felony Sentencing Law

Reference

345.7710772

Comprehensive approach to the laws concerning felony sentencing from penalties for certain crimes, to probation, parole, and pardon.

Oh37f

Katz, Lewis

Ohio Arrest, Search and Seizure

345.77102

Guide to the Fourth Amendment and protection of privacy, the law of search and seizure, and interrogation and confession.

K159o

Expungements

NOTE: The following is provided for informational purposes only. Consult legal representation for further assistance.

For the expungement of a **felony** contact the **Summit County Common Pleas Court:** 330.643.2282

See Filing Requirements:

<http://www.co.summit.oh.us/clerkofcourts/criminaldiv.htm>

For the expungement of a **misdemeanor** contact **Akron Municipal Court** Criminal Division: 330.375.2570, select menu option 7.

<http://courts.ci.akron.oh.us>

Instructions for Sealing a Criminal Record

From the Ohio Reentry Coalition Web site
www.reentrycoalition.ohio.gov/docs/expunge.pdf

Executive Clemency Pardon

According to the Ohio Parole Board, one type of executive clemency is called a **pardon**. A pardon does not seal or erase a conviction. A pardon is, "The forgiveness of guilt and punishment." A successful pardon candidate is someone who was incarcerated, completed the sentence prescribed, and achieved several years of crime-free living. Pardons are granted by the Governor of the State of Ohio. For more information concerning an executive clemency pardon or to request an application write to:

**Ohio Parole Board
Clemency Section**
770 West Broad Street
Columbus, Ohio 43222
614.752.1200

Applications can also be obtained from the
Ohio Department of Rehabilitation's Web site:
<http://www.drc.state.oh.us/web/ExecClemency.htm>

Presidential Pardon

According to the United States Pardon Attorney, "A presidential pardon serves as an official statement of forgiveness for the commission of a **federal** crime and restores basic civil rights." Presidential pardons are granted by the President of the United States. For more information concerning presidential pardons or to request an application write to:

**Office of the Pardon Attorney
U.S. Department of Justice**
1425 New York Avenue, NW
Washington, DC 20530-0001
202.616.6070

Applications can also be obtained from the Pardon
Attorney's Web site:
<http://www.usdoj.gov/pardon/>

Where to Acquire Criminal Records

Mistakes on a rap sheet may cost you a job. To check the accuracy of your rap sheet contact the following agencies.

Akron

Akron Municipal Court Harold K. Stubbs Justice Center

217 South High Street

Akron, Ohio 44308

Criminal Division: 330.375.2570

<http://courts.ci.akron.oh.us>

Click on Search Records

Court Records for Summit County, Akron, Barberton, Cuyahoga Falls and Stow

www.sccjis.co.summit.oh.us

Ohio

Ohio Department of Rehabilitation and Correction

77 West Broad Street

Columbus, Ohio 43222

614.752.1159

Select option 3 Records Department

<http://www.drc.ohio.gov>

Click on Offender Search

Summit County

Summit County Clerk of Courts

53 University Avenue Second Floor

Akron, Ohio 44308

330.643.2282

www.cpclerk.co.summit.oh.us

Click on Records Search

Summit County

Summit County Jail

205 East Crosier Street

Akron, Ohio 44311

Inmate Services: 330.643.2177

Summit County Jail Inmate Information:

<http://www.co.summit.oh.us/sheriff/jaildisclaimer.htm>

Educational Resources

Computer Classes

Computer Classes/Resume Workshops

Akron-Summit County Public Library

Electronic Services

60 South High Street

Akron, Ohio 44326

www.akronlibrary.org/training

Hands-on style training.

330.643.9145

GED

Ohio Department of Education

State GED Office

25 South Front Street

Columbus, Ohio 43215

1.877.644.6338

www.ode.state.oh.us

GED Books

(Located in the History & Humanities Division)

Princeton Review

Cracking the GED 2009 (or current year)

373.1263

Information you will need to take the GED.

G326

Kaprov, Ronald

Master the GED

373.1262

Guide to scoring high on the GED test.

M423g

GED Practice Test

www.gedpractice.com

Includes practice GED test questions.

Web site

Project Learn of Summit County

60 South High Street

Akron, Ohio 44326

330.434.9461

1.866.866.READ (7323)

www.projectlearnsummit.org

A nonprofit community-based organization offering:

On-on-one tutoring assistance

Computer assisted instruction in reading, writing, and math
Pre-GED and GED testing
English for speakers of other languages
Family and health literacy

Colleges/Schools

National College

3855 Fishcreek Road
Stow, Ohio 44224
330.676.1351
800.664.1886

www.national-college.edu

Offering Associate Degrees in:
Business Administration Management
Business Administration Accounting
Computer Applications Technology
Surgical Technology

Call for information on additional degrees.

National Institute of Technology

2545 Bailey Road
Cuyahoga Falls, Ohio 44221
330.923.9959

www.nationalinstituteoftechnology.edu

Offering Associate of Applied Science Degrees in:
Computer Information Services (Associate of Applied Science)
Electronics & Computer Technology (Associate of Applied Science)
Business Administration (Associate of Applied Business)

Call for information on additional degrees.

Federal Student Financial Aid

According to the FAFSA (Free Application for Federal Student Aid), "A federal law suspends federal student aid eligibility for students convicted under federal or state law of possession or sale of drugs." A student may still receive federal aid, however, under certain conditions. Refer to the FAFSA worksheet to determine whether this law affects a student's eligibility. A student may also be eligible for non-federal, school, or state student aid.

Federal Student Financial Aid continued...

For more information about **Drug Related Convictions**, call the **Federal Student Aid Information Center** 1.800.433.3243.

To access the **FAFSA** worksheet via the Web visit:

Free Application for Federal Student Aid (FAFSA)

www.fafsa.ed.gov

For more information concerning student financial aid call for the Federal Student Aid Guide:

Federal Student Aid Information Center

1.800.433.3243

www.studentaid.ed.gov

Click on: Tools and Resources (left), Publications (right)

Note: FAFSA applications are located in the History & Humanities Division 330.643.9040.

Ohio Distance Learning Program E4ME

www.eformeohio.org

Before using the **Ohio Learning Network**, start with a free introductory online course and experience what e-learning is all about.

Ohio Learning Network

www.olin.org

Get a college degree while staying at home.

Click on the OhioLearns! link to search the online catalog.

Apprenticeship Opportunities

Ohio State Apprenticeship Council (OSAC)

4020 East Fifth Avenue

Columbus, Ohio 43219

614.644.0370

Click on: Apprenticeship Opportunities.

<http://jfs.ohio.gov/apprenticeship>

According to the OSAC, "Apprenticeships are career opportunities that combine formal educational instruction with hands-on-the-job training. The recruitment, selection, employment and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, sex or age."

LearningExpress Library

Find free access to test practice and preparation through the Akron-Summit County Public Library's Web site link to the LearningExpress Library. Take practice exams in the following areas: GED, TOEFL, GRE, GMAT, ACT, nursing, clerical, real estate, cosmetology and more. In addition, there are tests to improve: reading, vocabulary, grammar, interviewing and job searching skills.

Directions:

1. Go to the Library's Web site: www.akronlibrary.org
2. Click on "Services."
3. Click on "Learning Express Library."
4. Click on "New User."
5. For "Username" you can use your library card if you wish.
6. Create a password. Verify your password by typing it again.
7. Select a test and the practice begins.

Useful Identification Forms Needed to be Legally Employed

Social Security Card

To replace a lost card contact:

**Social Security Administration
Federal Building**

2 South Main Street, Second Floor

Akron, Ohio 44236

330.375.5790

1.800.772.1213

www.ssa.gov

Birth Certificate

Employers may request another form of identification. To obtain a copy of a birth certificate for those born in Akron, Ohio from 1909 to the present contact:

Office of Vital Records

368 South Main Street
Akron, Ohio 44311
330.375.2976

www.ci.akron.oh.us/health04/DataMgmt

**Barberton Health District
Vital Statistics Registrar**

571 West Tuscarawas Avenue
Barberton, Ohio 44203
330.861.7157

For the Barberton and Norton area.

www.barbertonhealth.org/vital.htm

**Ohio Department of Health
Vital Statistics**

225 Neilston Street
Columbus, Ohio 43215
614.466.2531

Same day Walk-in Service.

www.odh.ohio.gov/vitalstatistics/vitalstats.aspx

Or...mail you request to the address below.

**Ohio Department of Health
Vital Statistics**

P.O. Box Statistics
Columbus, Ohio 43215

www.odh.ohio.gov/vitalstatistics/vitalstats.aspx

Summit County General Health District

1100 Graham Circle
Cuyahoga Falls, Ohio 44224
330.923.4891

For citizens born outside
city limits of Akron and Barberton.

www.schd.org

Driver's License or State ID

To renew a license or ID contact
any Deputy Registrar's Office:

Akron Area Auto Dealers Association

688 Wolf Ledges Parkway
P.O. Box 2244
Akron, Ohio 44311
330.434.3134

Barberton License Bureau

107 5th Street Southeast, Suit 8
Barberton, Ohio 44203
330.745.1455

Cuyahoga Falls License Bureau

650 Graham Road
Cuyahoga Falls, Ohio 44221
330.929-6469

Fairlawn License Bureau

2955 West Market Street, Suite L
Akron, Ohio 44333
330.867.1101

Stow License Bureau

3039 Graham Road
Stow, Ohio 44224
330.677.6788

Tallmadge Avenue License Agency

1030 East Tallmadge Avenue.
Akron, Ohio 44310
330.630.7245

First-Time License

To obtain a driver's license
contact an Ohio Driver's License
Examination Station to schedule
a road test:

**State Highway Patrol Driver Examination
Station**

650 Graham Road
Cuyahoga Falls, Ohio 44221
330.923.9721

**Barberton Driver Examination
Station**

105 Fifth Street Southeast, Building #5
Barberton, Ohio 44203
330.753.2000

To reinstate a suspended license contact:

Canton Regional Service Center

306 Second Street Southeast
Canton, Ohio 44702
330.471.1108

Cleveland Regional Service Center

1200 Snow Road, Suite N
Parma, Ohio 44130
440.845.2007

For a complete list of reinstatement centers contact:

Ohio Bureau of Motor Vehicles

PO Box 16520
Columbus, Ohio 43216-6520
1.800.589.8247
614.752.7500

<http://ohiobmv.com/>

Click on: Branch Office Locations

Reinstatement Requirements

You can also obtain a copy of your reinstatement requirements at the BMV Web site <http://ohiobmv.com/>.

Under Information and Services:

- A. See "Information and Services."
- B. Click on "Online Services."
- C. Scroll down to "**View Your Reinstatement Requirements if Your Driving Privileges are Suspended.**"

Child Support Resource

Summit County Child Support Enforcement Agency (CSEA)

175 South Main Street
Akron, Ohio 44308
330.643.2765

www.co.summit.oh.us/prosecutor/childsupp.htm

Substance Abuse Treatment

Adult Clinic Morley Health Center

177 South Broadway Street
Akron, Ohio 44308
330.375.2363

Akron Urban Minority Alcoholism & Drug Abuse Outreach Program

665 West Market Street
Akron, Ohio 44303
330.379.3467

www.akronumadaop.com

Alcohol, Drug Addiction & Mental Health Services Board

100 West Cedar Street
Akron, Ohio 44308
330.762.3500 (voice)
330.252.3024 (fax)
877.604.0006 (toll free)

www.admboard.org

Community Health Center

725 East Market Street
Akron, Ohio 44305
330.434.4141

www.commhealthcenter.org

Edwin Shaw Hospital

1621 Flickinger Road
Akron, Ohio 44312
330.784.1271

www.edwinshaw.com

Interval Brotherhood Home

3445 South Main Street
Akron, Ohio 44319
330.644.4095

www.ibh.org

Counseling Services

Child Guidance & Family Solutions

312 Locust Street
Akron, Ohio 44302
330.762.2242
www.cgfs.org

Greenleaf Family Center

212 East Exchange Street
Akron, Ohio 44302
330.376.9494
www.greenleafctr.org

Portage Path Behavioral Health

340 South Broadway Street
Akron, Ohio 44308
330.253.3100
www.portagepath.org

Summit Psychological Associates, Inc.

37 North Broadway
Akron, Ohio 44308
330.535.8181
www.summit-psychological.com

Provides counseling for ex-offenders, including drug and alcohol treatment.

Food and Medical Assistance

Food

Akron-Canton Regional Foodbank

350 Opportunity Parkway
Akron, Ohio 44307-2234
330-535-6900
www.akroncantonfoodbank.org

Ohio Department of Job and Family Services

37 North High Street
Akron, Ohio 44308
330.643.8200
<http://jfs.ohio.gov>

Call for an application. Provides food stamps and Medicaid for qualified ex-offenders.

Medical

Akron Community Health Resources

1400 South Arlington Street
Akron, Ohio
330.724.5471

www.achrhealth.com

Services uninsured and underinsured citizens, and, in some cases, provides a sliding scale fee. Akron Community Health Resources is a federally qualified health center.

Free Prescription Discount Card City of Akron

For program information contact:

www.caremark.com/nlc

1.888.620.1749

(Discount cards are also located at the Business & Government Division 330.643.9020; first floor)

Free Prescription Discount Card ExecutiveMED Summit County

For program information visit:

www.co.summit.oh.us/executivemed.htm

1.877.321.2652 (Program information)

1.888.456.3932 (To order a card)

(Discount cards are also located at the Business & Government Division 330.643.9020; first floor)

MedAssist

703 South Main Street #211
Akron, Ohio 44311
330.762.0809

www.infolineinc.org/medassist.htm

MedAssist can help uninsured individuals who live or work in Summit County to access prescription medications.

Prevent Blindness Ohio Vision Care Outreach

800.301.2020

"The purpose of the Vision Care Outreach program is to provide free, Comprehensive, professional eye exams, follow-up care, education And eyewear to medically indigent children, youth, families and homeless/uninsured adults."

www.preventblindness.org/ohio

Pioneer Physicians Network, Inc.

65 Community Road
Tallmadge, Ohio
330-633-6601

One Park West Boulevard
Akron, Ohio
330-835-9056

4880 South Main Street
Green, Ohio
330-644-2700

www.pioneerphysicians.com

Low cost lab work for uninsured patients.

RxAssist

Volunteers in Health Care
111 Brewster Street
Pawtucket, RI 02860
Phone: 401-729-3284
Fax: 401-729-2955
Email: info@rxassist.org
www.rxassist.org

Specifically designed for the uninsured, one can find affordable, or free medications at RxAssist.org. Search by drug name (brand or generic) or the pharmaceutical company that supplies the medicine. Registration is simple, just answer a few questions and you're ready to find the medicine you need.

Federal Bonding Program

The Federal Bonding Program provides bonding insurance coverage to qualified ex-offender job applicants. For more information concerning the Federal Bonding Program contact:

Ohio Department of Rehabilitation and Correction Bureau of Quality and Community Partnerships

77 West Broad Street
Columbus, Ohio 43222
614.728.1534

www.drc.state.oh.us/Quality/OJL_bonding.htm

Also see...

**Federal Bonding Program
A U.S. Department of Labor Initiative
THE McLAUGHLIN COMPANY**

1725 DeSales Street Noorthwest, Suite 700
Washington DC 20036
800.233.2258 or 202.293.5566
www.bonds4jobs.com

**Summit County One-Stop
Job Placement/Re-Entry
Ohio Department of Job & Family Services**

Contact: Evelyn Stokes
stokee@odjfs.state.oh.us
Customer Service Representative
<http://jfs.ohio.gov>

Job Center

1040 East Tallmadge Avenue
Akron, Ohio 44310
330.633.3061
www.thejobcenter.biz

Work Opportunity Tax Credit

The Federal Tax Credit that is provided for employers who hire ex-offenders is the Work Opportunity Tax Credit. The credit encourages employers to hire qualified ex-offenders and to break the barriers to employment for people most in need of work experience. For more information concerning the Federal Tax Credits contact:

**Ohio
WOTC/WTW**

**Ohio Department of Job and Family Services
Bureau of Support Services/WOTC Section**

P.O. Box 1618
Columbus, Ohio 43216
614.644.0966
<http://jfs.ohio.gov/wotc>
wotc_contact@odjfs.state.oh.us

Also See..

**U.S. Department of Labor Employment and
Training Administration
Work Opportunity Tax Credit**

www.doleta.gov/business/incentives/opptax

Housing Assistance

Freedom House Serving Homeless Servicemen

1213 Anita Drive
Kent, Ohio 44240
330.673.0705

www.portagefamilies.org/programs_freedomhouse.html

“Freedom House provides emergency shelter and supportive services to adult male veterans who are experiencing a housing crisis.”

Freedom House for Women

1101 7th Ave
Akron, OH 44306
Office: (330) 785-9720

<http://fh4women.org>

“We are working to help free women from homelessness and chemical dependency. Freedom House for Women exists to create opportunities for women to transition into the mainstream of our community by establishing and maintaining housing, family unity, employment, educational opportunities and sober living to enhance their quality of life.”

Legacy III

777 West Market Street, Suit C-7
Akron, Ohio 44303
330.375.0071

Shelter for chemically dependent women.

Community AIDS Network

1950 McTaggart Drive, Suite 105
Akron, Ohio 44320
330.375.2000

www.communityaidsnetwork.org

“The Mission of the Community AIDS Network is to prevent the further transmission of HIV through education and risk reduction efforts and to provide housing assistance and other services to people already affected by HIV/AIDS.”

Ohio Employment Law Resources

For information concerning criminal background checks for employment, refer to the following resources:

Criminal Records Check Law in Ohio

See: Ohio Revised Code 3701.881

<http://codes.ohio.gov>

Sautter, Maynard

Employment in Ohio: A Guide to Employment Law, Regulations, and Practices

Reference
344.77101
Sa261e

See Chapter Two: Hiring.

See section 2-2 (h) criminal background checks.

Siegel, Bradd N.

Ohio Employment Practices Law

344.77101
Si571o

See section 16:25.

Discipline and discharge--Morality and integrity cases
Criminal Conviction Record.

Repa, Barbara

Your Rights in the Workplace

344.7301
R425y

Includes information on: wages and hours, family leave, privacy rights, hiring, firing, and more.

Ex-Offender Resources/Organizations

Bondage Breakers, Inc.

680 E. Market Street, Suite 305

Akron, Ohio 44304

330.376.6245

<http://bondagebreakersinc.org>

"Bondage Breakers, Inc. (a prison reentry ministry) is an organization dedicated to offering practical, spiritual, economic and educational assistance to ex-offenders and their families."

Congressional District Programs, Inc.

ALLife Total Wellness Center

Contact: Karen Eaves 330.289.9721 or 330.535.6743

"ALLife Total Wellness Center is an outreach service committed to assisting men and women in their re-entry and transition into society."

Fathers and Sons of Northeast Ohio

886 West Wilbeth Road
Akron, Ohio 44318
330.376.5018

The Fathers and Sons' purpose is to "remove the barriers that prevent them [fathers] from achieving their goals as responsible fathers. We impact the lives of families by teaching dads new fathering skills." For more information call Donald L. Lykes, Executive Director.

Federal Bureau of Prisons

http://www.bop.gov//inmate_programs/itb_references.jsp

The Federal Bureau of Prison's Web site provides ex-offender employment resources.

Hire Network

National **H**elping **I**ndividuals with criminal records

Re-enter through **E**mployment **N**etwork

www.hirenetwork.org

Provides state-by-state information from community-based and governmental agencies in the areas of:
job placement, legal services, referrals, and
criminal record concerns.

How to do Good after Prison Place

www.jointfx.com

Created by ex-inmate Michael B. Jackson to help ex-offenders find success after incarceration.

Legal Action Center

236 Massachusetts Avenue Northeast, Suite 505
Washington, D.C. 2002
202.544.5478

<http://www.lac.org>

According to the LAC's Web site, "The Legal Action Center is the only non-profit organization in the United States whose sole mission is to fight discrimination against people with histories of addition, HIV/AIDS, or criminal records, and to advocate for sound public policies in these areas."

Ohio Justice Policy Center

617 Vine Street, Suite 1309
Cincinnati, Ohio 45202
513.421.1108

Email: contact@ohiojpc.org

www.ohiojpc.org/main.html

Non-profit public interest law office which develops

projects and services to help current and formerly incarcerated citizens. One project includes the Human Rights in Prison Project.

Oriana House

855 East Buchtel Avenue
Akron, Ohio 44305
330.535.8116

<http://orianahouse.org>

Chemical dependency treatment, GED testing/training, and employment placement.

T.R.O.O.P

(To Reach Others Outside Popular Parameters)

451 West Market Street
Akron, Ohio 44303
330.376.6795

Community center developed with the goal to get men off the streets.

Referral Resources

InfoLine

Dial 2-1-1 or
330.376.6660

www.211summit.org

Summit County's 24 hour community information and referral service.

**United Way of Summit County
Offender Re-Entry Initiative**

90 North Prospect Street
P.O. Box 1260
Akron, Ohio 44309
330.643.5511

www.uwsummit.org

United Way of Summit County helps with the offender re-entry program.

Additional Services

Government Supported Free Cell Phone

Income eligible households may receive a free cell phone from the government provided by Safelink Wireless. For more information visit:

www.safelinkwireless.com

Or contact: 1.800.378.1684

Ohio Benefit Bank

www.governor.ohio.gov

1.800.648.1176

Ohio Benefit Bank provides assistance to low and moderate-income citizens in the areas of food stamps, health insurance, income tax preparation, child care subsidies, and home energy assistance.

HEAP

Ohio Department of Development

Energy Assistance Programs

A federally funded program, HEAP is developed to assist eligible low-income Ohioans with heating bills. For more information visit:

www.energyhelp.ohio.gov

1.800.282.0880

(Applications available at the Business & Government Division 330-643-9020; first floor)

Akron-Summit County Public Library Locations

Main Library 330-643-9000

60 S. High St., Akron, 44326

Ellet 330-784-2019

2470 E. Market St., Akron, 44312

Fairlawn-Bath 330-666-4888

3101 Smith Rd., Akron, 44333

Firestone Park 330-724-2126

1486 Aster Ave., Akron, 44301

Goodyear 330-784-7522

60 Goodyear Blvd., Akron, 44305

Green 330-896-9074

4046 Massillon Rd., Uniontown, 44685

Highland Square 330-376-2927

807 W. Market St., Akron, 44303

Kenmore 330-745-6126

969 Kenmore Blvd., Akron, 44314

Maple Valley 330-864-5721

1187 Copley Rd., Akron, 44320

Mogadore 330-628-9228

144 S. Cleveland Ave., Mogadore, 44260

Nordonia Hills 330-467-8595

9458 Olde Eight Rd., Northfield, 44067

North Hill 330-535-9423

183 E. Cuyahoga Falls Ave., Akron, 44310

Northwest Akron 330-836-1081

1720 Shatto Ave., Akron, 44313

Norton 330-825-7800

3930 S. Cleve.-Mass. Rd., Norton, 44203

Odom Boulevard 330-434-8726

600 V. Odom Blvd., Akron, 44307

Portage Lakes 330-644-7050

4261 Manchester Rd., Akron, 44319

Richfield 330-659-4343

3761 S. Grant St., Richfield, 44286

Tallmadge 330-633-4345

90 Community Rd., Tallmadge, 44278

Highland Square 330-376-2927

807 W. Market St., Akron, 44303

Mobile Services Bookmobiles, Vans,
Library Express Delivery Service
(Materials by mail) **330-643-9060**