



RENEW

BISMARCK-MANDAN EMPLOYMENT RE-ENTRY TOOLKIT

Published Summer 2016

*Nothing worthwhile comes easily.
Work, continuous work and hard work, is the only way to
accomplish results that last.*



RENEW is a Bismarck-Mandan focused employment re-entry toolkit aimed at helping previously incarcerated individuals find fulfilling, lasting and supportive employment, as well as camaraderie and life guidance.

This tool book is meant to be interactive. It is yours to keep, to write on and carry with you.
Let it be a tool that helps you find work and keep work.

This book belongs to

Credits:

Artwork designed by Freepik

Contents

Tips for Re-entering the Workforce	4
Applying for Jobs	5
Resume and Past Job Experience Worksheet	6-7
Interviewing Tips	8
Attire: Business Casual	9
When Interviewing	10
Hired. Now What?	11
Your Money	12
Budget Worksheet	13
Expense Tracking Worksheet	14
Resource Listing	15
Resource Map	16-17
Bus Transportation	18
Housing/Shelter	19
Served Meals Schedule	20
Food Pantry Schedule	21
Medical Assistance	22
Alcohol/Substance Abuse Services	22
Abuse or Counseling Services	22
Businesses to Consider Applying At	23



Tips for Re-entering the Workforce

- A job is better than no job.
- Be willing to work your way up.
- It feels good to get a job, even if it’s not the job you really want.
- Apply for jobs you are qualified for.
- Having a job helps you get the next job. Take the offers you get.
- Don’t overshare personal information.
- Talk to people. New connections and conversations can lead to a job.
- Consider volunteering. It helps you build skills, meet people and it looks good.
- Make connections with people, new or old whocould serve as a reference now or in the future. Other people whocan say nice things about you helps.
- Learn technology that may not have been around last time you were working.
- Plan your day – even when you are in the job-searching stage.

EMPLOYMENT SERVICES

Day Labor

17	Command Center	701-250-9675
18	Labor Finders	701-258-6007
19	Labor Max Staffing	701-751-7014
20	Labor Ready	701-258-9800
16	Experience Works *only for 55+ age	701-258-8879
	Job Service ND	701-328-5000

Applying for Jobs



- Apply for jobs you are qualified for.
- Before doing an online application, write down all the things asked on the online application and use paper to write your responses. That way you will be ready to type responses when you actually do the online application.
- Keep your application responses truthful. Many employers do background checks.
- Think of some references or people who can say nice things about you.
- Check for spelling mistakes before submitting applications. Have someone else look through to help you do this.
- Follow all application processes closely.
- Fill out all sections of the application, even if they seem unnecessary.
- Type your application – this helps because the interviewer can easily read your application.
- Include all of your past work experience on the application, and state how your past experience relates to this job.

Job Service has services and resources to help you.

Resume Printing

Bismarck Public Library
Mandan Public Library
Walmart
Staples
Office Depot

**Job Service (provides one-on-one assistance creating a resume)*

Computer Access

Bismarck Public Library
Mandan Public Library

**Job Service*

ID Services

**Ruth Meiers Emergency
Men's Shelter*

*Identification cards and
birth certificates*

**Indicates free services*



Resume and Past Job Experience Worksheet

Use the worksheet below to keep record of where you worked, where you went to school and important references. Keeping this information in one place will help you fill out job applications. Use a pencil, so you can make changes.

EMPLOYMENT HISTORY – Where did you work?

Employer Name:

Address:

City:

State:

Zip Code:

Phone Number:

Supervisor:

Date Started (Month/Year):

Date Ended (Month/Year):

Reason for Leaving:

What did you do there?:

Employer Name:

Address:

City:

State:

Zip Code:

Phone Number:

Supervisor:

Date Started (Month/Year):

Date Ended (Month/Year):

Reason for Leaving:

What did you do there?:

Employer Name:

Address:

City:

State:

Zip Code:

Phone Number:

Supervisor:

Date Started (Month/Year):

Date Ended (Month/Year):

Reason for Leaving:

What did you do there?:

EMPLOYMENT HISTORY – Where did you work?

Employer Name:

Address:

City:

State:

Zip Code:

Phone Number:

Supervisor:

Date Started (Month/Year):

Date Ended (Month/Year):

Reason for Leaving:

What did you do there?:

EDUCATION – Where did you go to school?

School Name:

City:

State:

Dates Attended

From (Month/Year):

To (Month/Year):

Grade completed:

Degree Earned:

School Name:

School Name:

City:

State:

Dates Attended

To (Month/Year):

Grade completed:

Degree Earned:

REFERENCES – List three people (other than relatives or former employers) that employers can contact for personal reference. Always ask for permission to provide a person's contact information before using them as a reference.

Name:

Title:

Address:

Phone Number:

City:

State:

Zip Code:

E-mail:

Name:

Title:

Address:

Phone Number:

City:

State:

Zip Code:

E-mail:

Name:

Title:

Address:

Phone Number:

City:

State:

Zip Code:

E-mail:



Interviewing Tips

Before the Interview

- Find appropriate clothing to wear – look good and dress for the job you will be interviewing for.
- Use Google to search the employer or position and learn more.
- Do a practice interview. It helps you be less nervous and makes you think about what you may say before the time comes.
- Read the job announcement.
- Make a list of your best qualities.
- *Job Service —can help you understand the interview process.

*Indicates free services

“Perseverance is stubbornness
with a purpose.”

- Josh Shipp -

Thrift/Second-hand Stores

24 Goodwill Store

25 Hodge Podge

26 Seeds of Hope

27 The Arc

28 Community Blessings

29 Cause for Claws

8 AID, Inc.

Attire: Business Casual



Men

- Dress or khaki pants
- Buttoned-up dress shirt, polo shirt, sweater
- Belt matching shoe color
- Dark socks, professional shoes
- Conservative tie (optional)
- Very limited jewelry
- Neat, professional hairstyle and well-groomed facial hair
- Neatly trimmed nails



Avoid

- Wrinkled clothes
- Flip-flops
- Clothes with holes
- Cleavage
- White gym socks
- Hats
- Stiletto/platform heels
- Short shorts/skirts
- Gum
- Tennis shoes
- Sweatpants
- Leggings
- Clothes that do not fit
- Shirts with messaging
- Excessive accessories
- Loud patterns



Women

- Dress or khaki pants
- Nice top (nothing sleeveless):
Button up, dressy, sweater or blazer
- Modest shoes
- Limited jewelry
- Conservative make-up
- Neat, professional hairstyle
- Neatly trimmed nails



When Interviewing

Before You Arrive

- Dress appropriately for the job you are interviewing for.
- Be 10 minutes early.
- Shake the interviewer's hand when you meet them.
- Come with a piece of paper and pen to jot down any notes you have or questions you want to ask.

When You're in the Interview

- Be friendly, smile and look your interviewer in the eyes.
- Talk clearly and confidently, giving descriptive answers.
- If you feel nervous, take a deep breath to help calm your nerves.
- Answer the question and let the interviewer take notes, silence is OK as interviewers need time to take notes on what you said.
- When talking about your past, share things you learned or steps you took to become a better person. For instance, if you earned your GED or took college courses while incarcerated, mention that.
- Be honest and upfront about anything that may be a challenge for you, such as if you will be relying on public transportation to get to work.
- Be flexible.

When You Leave

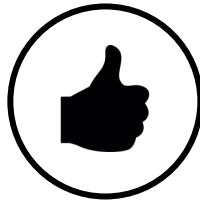
- Thank the interviewer for their time and shake their hand.

Hired. Now What?



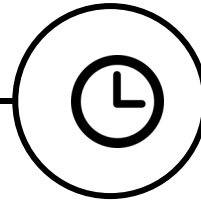
Ask questions whenever you are:

- Uncertain on how to do something
- Feel unsafe
- Don't understand the requested task
- Have never done something before



Be Awesome

- Be safe.
- Be respectful and polite.
- Have a good, positive attitude.
- Be open to change or willing to help solve problems.
- Be Flexible and dependable, willing to help wherever help is needed.
- Ask if there is anything you can do better or should work on.
- Follow the company's policies and procedures.
- Dress appropriately for the job.
- Avoid oversharing personal information or complaining about co-workers.



Watch the Clock

- Be on time or early.
- Call your boss if you are running late, sick or cannot attend work for any other reason.
- Let your boss know before leaving work to attend a doctor's appointment, funeral or any other appointment.
- Ask for time off as soon you know you will need to be gone (or at least 2 weeks ahead of time).
- Stick to the lunch/break time given and don't be back late or take a longer lunch without asking your boss.



Make a list and prioritize it

- Make a list in writing when asked to do multiple things.
- Ask which one is the most important to do first.
- Ask when each item should be done.
- Ask for more work as soon as you complete the work given to you.
- If for some reason a task is taking you longer than expected, let your boss know.



Your Money

- Keep track of the how you spend your money – the dollar amounts and on what.
- Separating your spending needs into envelopes may help keep you on track.
- Pay your bills on time. If for some reason you cannot, contact the biller to make arrangements or explain why a payment will be late.
- Avoid credit card debt.
- Use the budget worksheet on the next page to make a budget. This will help you track what you need to spend and help you save a little money.

KEEPING YOUR MONEY SAFE

Find a bank or credit union and talk with them about what services they can offer you. A savings account can be a safe place to store your money, and you can get a free ATM card to access your cash.

When choosing a bank or credit union, choose one that has the hours and locations that are the best for you.

Check with your bank and employer about the best options for cashing your paycheck for free.

Before writing a check, make sure the money is available in the checking account.

Most banks or credit unions allow you free Internet access at their locations. This is a great way to check your account, and the staff can help you if you have questions.

Never be afraid to start over.
It's a new chance to rebuild what you want.

Budget Worksheet



1. Write the amount you expect to earn in the **Budget \$** column.
2. Write the amount of your paycheck in the **Actual \$** column.
3. Write the amount left over or the amount you are short in the **Difference (+/-)** column. This will help you adjust for overspending in other areas.

The most important expenses are marked with a *. The most important items are listed at the top of the worksheet. These expenses should be paid before spending money on other items.

	Budget \$	Actual \$	Difference (+/-)
INCOME – Money Earned			
*Paycheck/Money Earned			
*Other Income			
TOTAL INCOME			
EXPENSES – Money Spent			
HOME			
*Rent			
*Utilities (Electricity, Water, Heat)			
*Telephone			
GROCERIES			
*Groceries (Food & Household Items)			
*Grooming (Hair, Make-up)			
*Clothes			
TRANSPORTATION			
*Transportation			
HEALTH & MEDICAL			
Insurance (Medical, Dental, Vision)			
OTHER EXPENSES			
INVESTMENTS & SAVINGS			
Savings			
Emergency Fund			
TOTAL INVESTMENTS & EXPENSES			
SPENDING MONEY			
Spending Money = Total Income – Total Investments & Expenses			

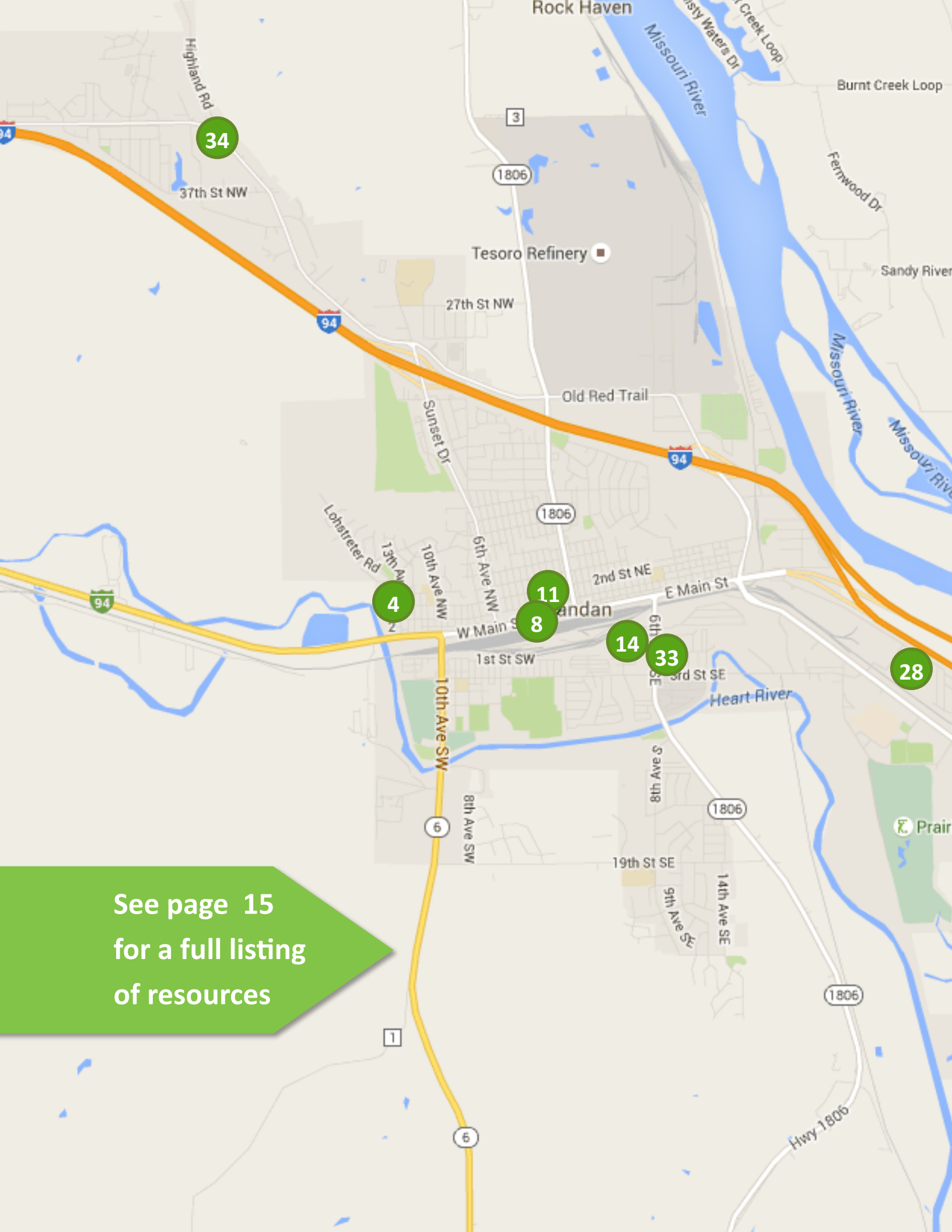
[illegible]

Resource Listing

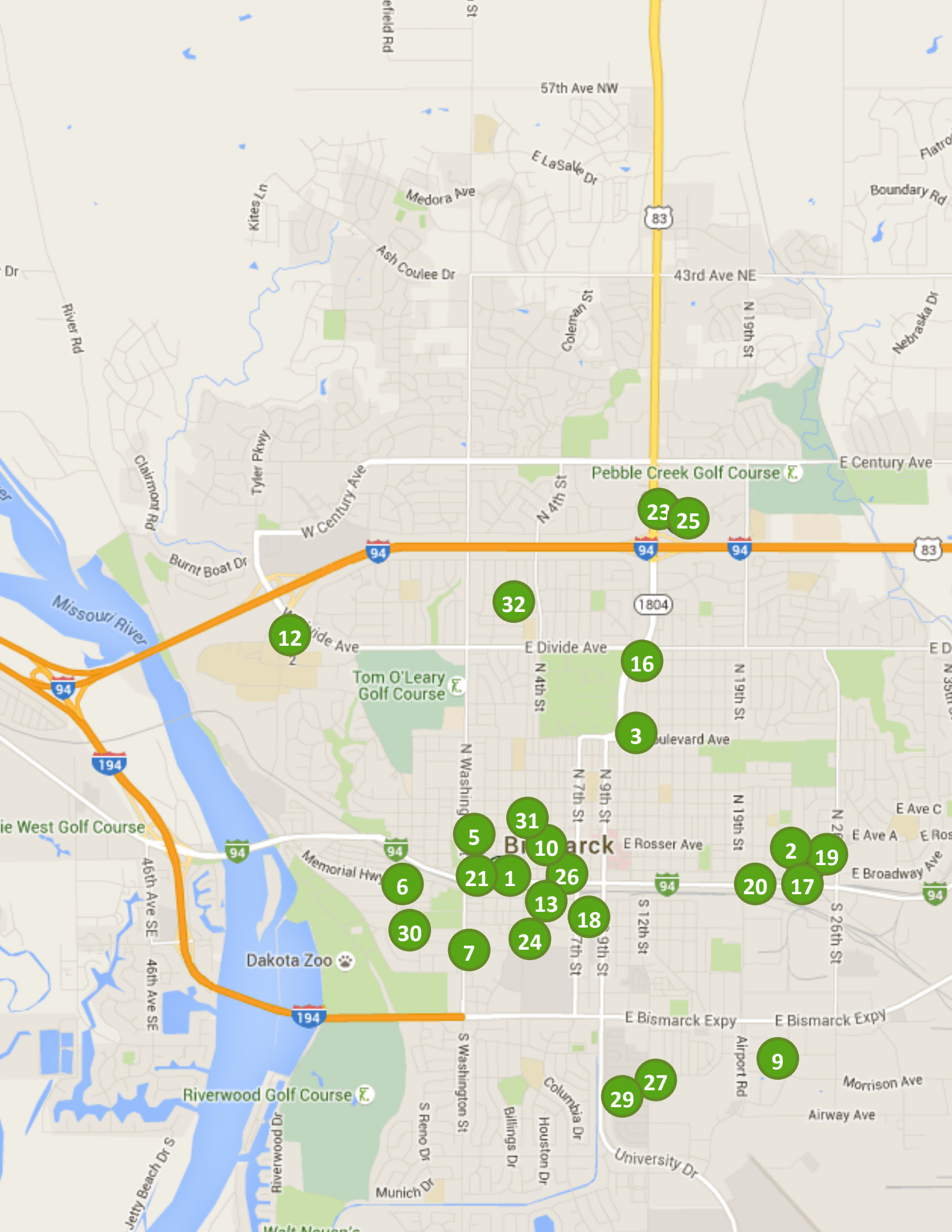


Use the map located on the next pages to look up the ID and see the organization's location. Throughout the book, these IDs are referenced in circles next to the organization's name.

ID	Organization	Phone	Address	City
1	Ministry on the Margins	701-426-8747	115 N 2nd St	Bismarck
2	Ruth Meiers Men's Shelter	701-223-8454	305 N 23rd St	Bismarck
3	Ruth Meiers Family Shelter	701-222-2108	305 N 23rd St	Bismarck
4	Welcome House Family Shelter	701-751-1218	1406 2nd St NW	Mandan
5	Youthworks	701-255-6909	221 W Rosser Ave	Bismarck
6	Bismarck Emergency Food Pantry	701-258-9188	725 Memorial Hwy	Mandan
7	Salvation Army	701-223-1889	601 S Washington St	Bismarck
8	AID, Inc.	701-663-1274	314 West Main St	Mandan
9	Community Action	701-258-2240	2105 Lee Ave	Bismarck
10	Burleigh County Social Services	701-222-6622	415 E Rosser Ave	Bismarck
11	Morton County Social Services	701-667-3395	200 2nd Ave NW	Mandan
12	Vulnerable Adult Protective Services	701-328-4601	1237 W Divide Ave	Bismarck
13	Bismarck Burleigh Public Health	701-355-1540	500 E Front Ave	Bismarck
14	Custer Family Health	701-667-3370	403 Burlington St Se	Mandan
15	West Central Human Services	701-328-8888	1237 W Divide Ave	Bismarck
16	Experience Works	701-258-8879	1501 N 12th St	Bismarck
17	Day Labor-Command Center	701-250-9675	214 N 24th St	Bismarck
18	Labor Finders	701-258-6007	710 E Bowen Ave	Bismarck
19	Labor Max Staffing	701-751-7014	209 N 24th St	Bismarck
20	Labor Ready	701-258-9800	2015 E Main Ave	Bismarck
21	Heartview Foundation	701-222-0386	101 E Broadway Ave	Bismarck
22	Teen Challenge	701-667-2131	1406 2nd St NW	Mandan
23	Dakota Boys and Girls Ranch	701-223-7979	1335 E Interstate Ave	Bismarck
24	Goodwill	701-222-7210	421 S 3rd St	Bismarck
25	Hodge Podge	701-224-9073	1459 Interstate Loop	Bismarck
26	Seeds of Hope	701-222-8895	520 E Main Ave	Bismarck
27	The Arc Thrift Shop	701-222-1854	1211 Park Ave	Bismarck
28	Community Blessings	701-425-8837	312 SE Bismarck Ave	Mandan
29	Cause for Claws	701-751-5828	122 Basin Ave	Bismarck
30	Riverside School		406 S Anderson St	Bismarck
31	Trinity Lutheran Church		502 N 4th St	Bismarck
32	Corpus Christi Church		1919 N 2nd St	Bismarck
33	Spirit of Life Church		801 1st St SE	Mandan
34	Abundance of Grace Church		4209 Old Red Trail	Mandan
35	Abused Adult Resource Center	1-866-341-7009		Bismarck
36	Alcoholics Anonymous	701-222-2100	Meetings Change Locations	



See page 15
for a full listing
of resources





Bus Transportation

Buy a CAT bus pass through the bus driver using exact change. Bus route maps and bus stop times are available on any bus or through many local businesses or organizations (see page 16).

- You can transport your bike with you on the CAT buses for free.
- You may need to transfer buses to get to your final destination. Let the driver know this when you first get on. Transfers are free.
- If you have problems reading the bus map or schedule you can ask any driver for help.

How to Ride the CAT Bus

1. Read the Route Map to find your pick-up location and time. Maps available on buses.
2. Identify the right bus by the numbers and words located on the front of the bus.
3. When your stop is coming up, pull the cord above you about a half block beforehand.
4. If you need to transfer to another bus, let your driver know when you get off. They will stamp your ticket for the free transfer.

	Adults Under 60	Adults Over 60	Students K-12 th Grade or Individuals with Disabilities or Medicare Card Holders
One Way	\$1.25	\$.50	\$.50
One Day	\$5	\$2.50	\$2.50
One Month	\$30	\$20	\$20

GUARENTEED RIDE VOUCHER REDEMPTION SCHEDULE

Monday-Friday

Before 6:30 am and
after 6:30 pm

Saturday

Before 7:30 am and
after 6:30 pm

Sunday

All Day

Guaranteed Ride Home Program

Available for those who have a 30-day Bus Pass. Catch the bus one way, and no matter what time of the day, they guarantee your return trip.

1. Get on the bus and tell your driver you are riding for the Guaranteed Ride Home program. You must ride one way.
2. The driver will give you a \$5 taxi voucher.
3. Within 4 days use the voucher by calling Taxi 900 at 223-9000 to schedule your ride (average taxi ride in the area is \$10).

Vouchers may be redeemed during the schedule listed to the left.



Ruth Meiers Men's Emergency Shelter

701-223-8454

Daily check-in and check-out times

Abused Adult Resource Center

1-866-341-7009

Safe house temporary shelter for women and children affected by domestic violence

Ruth Meiers Hospitality House

701-222-2108

*Residential and permanent housing.
Call ahead during business hours*

Men's Residential
Family Residential
Horizon Efficiency Apartments
Boulevard Avenue Apartments
Porter Avenue Apartments



Housing/Shelter

5

Youthworks

701-255-6909

*Emergency Shelter to ages 12-17 and
transitional housing to ages 18-21*

4

Welcome House Family Shelter

701-751-1218

Call ahead during business hours

Rental Assistance

701-751-1218

Welcome House

701-223-1889

Salvation Army

701-258-2240

Community Action Program

701-663-1274

AID, Inc.

Furniture/Household

Dakota Boys and Girls
Ranch

701-223-7979

Community Blessings

701-425-8837



Served Meals Schedule

2	Ruth Meiers Men's Emergency Shelter	11:30 am – 1 pm
1	Ministry on the Margins	9:30 am – 11:30 am
2	Ruth Meiers Men's Emergency Shelter	11:30 am – 1 pm
30	Riverside School	5:45 – 7 pm
1	Ministry on the Margins	9:30 am – 11:30 am
2	Ruth Meiers Men's Emergency Shelter	11:30 am – 1 pm
2	Ruth Meiers Men's Emergency Shelter	11:30 am – 1 pm
31	Trinity Lutheran Church	5:30 pm – 7 pm
	Ministry on the Margins	9:30 am – 11:30 am
2	Ruth Meiers Men's Emergency Shelter	11:30 am – 1 pm
31	Trinity Lutheran Church	1:30 am – 12:30 pm
2	Ruth Meiers Men's Emergency Shelter	11:30 am – 1 pm
2	Ruth Meiers Men's Emergency Shelter	11:30 am – 1 pm

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

Food Pantry Schedule

On any day, you may call ahead to visit the **7** Salvation Army and **8** AID, Inc.



MONDAY

9 am – 1 pm	Ruth Meiers Men's Emergency Shelter	2
10 am – 3 pm	Spirit of Life Church	33
1– 1:30 pm	Corpus Christi Church	32
1– 4 pm	Bismarck Emergency Pantry	6

TUESDAY

9 am – 1 pm	Ruth Meiers Men's Emergency Shelter	2
10 – 11:15 am	Ministry on the Margins	1
1 – 1:30 pm	Corpus Christi Church	32
1 – 4pm	Bismarck Emergency Pantry	6

WEDNESDAY

9am – 1pm	Ruth Meiers Men's Emergency Shelter	2
10 – 11:15 am	Ministry on the Margins	1
10am – 3 pm	Spirit of Life Church	33
6:20 – 7 pm	Abundance of Grace	34

THURSDAY

9am – 1 pm	Ruth Meiers Men's Emergency Shelter	2
1 – 4 pm	Bismarck Emergency Pantry	6
5 – 7 pm	Ministry on the Margins	1

FRIDAY

9 am – 1 pm	Ruth Meiers Men's Emergency Shelter	2
10 am – 3 pm	Spirit of Life Church	33

SATURDAY

9 am – 1 pm	Ruth Meiers Men's Emergency Shelter	2
-------------	-------------------------------------	----------

SUNDAY

9 am – 8 pm	Ruth Meiers Men's Emergency Shelter	2
-------------	-------------------------------------	----------



Medical Assistance

13

Bismarck-Burleigh Public Health

701-355-1540

14

Custer Family Health

701-667-3370

15

West Central Human Service

Medical Assistance

701-328-8888

Crisis Line: 800-328-2112



Alcohol/Substance Abuse Services

Alcoholics Anonymous (AA)

12-Step alcohol recovery and support program

701-222-2100

21

Heartview Foundation

Alcohol and drug treatment center and education program

701-222-0386

22

Teen Challenge

12-month residential, faith-based drug and alcohol recovery program for people of all ages. Re-entry program also available.

701-667-2131

15

West Central Human Service

Medical Assistance

701-328-8888

Crisis Line: 800-328-2112



Abuse or Counseling Services

Abused Adult Resource Center

Crisis intervention, adult/child counseling, family safety center (child custody), women/child safe house, victim advocates

701-222-8370

Crisis Line: 866-341-7009

12

Vulnerable Adult Protective Services

Elderly and vulnerable adult

701-328-8787

8

AID, Inc.

Counseling

701-663-1274



Businesses to Consider Applying At

Menards Bismarck

701-222-2700

3300 State Street
Bismarck, ND 58503

Knife River Bismarck

701-530-1307

3303 Rock Island Place
Bismarck, ND 58504

Panera Bread

701-354-6454

1016 S 7th St
Bismarck, ND 58504

Ramkota Hotel

701-258-7700

800 S 3rd St
Bismarck, ND 58504

Cashwise Foods

701-223-8771

1144 E Bismarck Expressway
Bismarck, ND 58504

City of Bismarck

701-355-1330

221 N. 5th St.
Bismarck, ND 58501

Northwest Contracting

255-7727

3420 E Century Ave
Bismarck, ND 58503

McDonalds Bismarck/Mandan

Stop by any location in Bismarck Mandan

Runnings

701-223-9582

701 s Washington St.
Bismarck, ND 58504

Dans Supermarket

701-255-3517

815 s Washington
Bismarck, ND 58504

Open Road Honda

701-663-4023

4120 Memorial Hwy
Mandan, ND 58554

Easter Seals Goodwill

701-751-0863

1031 E Interstate Avenue
Bismarck, ND 58501

Basin Electric

701-223-0441

1717 E Interstate Avenue
Bismarck, ND 58503



“It’s not about the action or the crisis.
It’s that there was no one to catch them
and support them through it.”

Sister Kathleen