



BEYOND THE RECORD

A BLUEPRINT FOR NAVIGATING SECOND CHANCE EMPLOYMENT

— ★ ★ ★ ★ ★ —
WORKFORCE SOLUTIONS
— NORTH TEXAS —

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PROFESSIONAL CONDUCT & SOCIAL MEDIA



When a company hires you, you become a representation of them. First Impressions are important. When someone sees you, they see the company.

Technology has helped us to create a digital business card. Be mindful of what you post online. Businesses will look for potential candidates, current employees, and who they associate with online to see if you will hurt their reputation or if you will be an asset to their team.

Who do you want to be and what would you like to be known for?



Your smile is your logo, your personality is your business card, how you leave others feeling after having an experience with you becomes your trademark. – Jay Danzie



- Use social media on platforms such as LinkedIn to follow and connect with other professionals
- Represent yourself honestly on social media
- Participate in groups to learn about different career opportunities
- Follow and like companies that you would like to work for or are interested in
- Always represent yourself professionally in posts, comments, photos, and groups
- Assume that anyone can see what you post, regardless of privacy settings
- Search for yourself online and see what others can learn about you
- Conduct yourself professionally on social media, even after you have been hired



Dressing to impress is not just your outfit; it's your confidence in your abilities and knowledge. The outfit should be an accessory that boosts your confidence.

Your personal hygiene, what you wear, and your attitude show how serious you are. Ensure that you shower, groom your hair, wear deodorant, take out any body piercings, and cover tattoos.

Dress neat and clean, avoid wearing clothing with wear-and-tear, wrinkles, or holes. Clean under your fingernails.

SOFT SKILLS DEVELOPMENT

Soft skills and hard skills are so important that they are listed on job vacancies and we put them on our resumes. Understanding what they are will help us to develop them.

Soft Skills are our personality traits and behaviors. They help us to make choices, work well with others, and develop in our jobs. They are harder to learn than hard skills. With self-awareness and investing time and effort, you can develop them. All soft skills are transferable in any industry.

Soft Skills

The behavioral traits we use when we manage ourselves and how we interact with others.

- *Examples: time management, customer service, attention to detail*

Hard Skills

The skills we learn through education or hands-on experience related to specific technical knowledge and training.

- *Examples: office equipment, tools, certificates, training, and bilingual*

STRATEGIC PREPARATION: LAYING THE GROUNDWORK

Know your record and understand your history by obtaining a copy of your criminal record. Know exactly what is on it - dates, charges, and outcomes. This will help prevent any surprises from popping up, allow you to fully prepare, and provide you confidence on how to communicate about it.

To obtain your criminal record in Texas:

Review of Criminal History Information by making an appointment and visiting any **DPS FAST** location to have your fingerprints be printed electronically.

Go to: <https://uenroll.identogo.com/workflows/11FT12>
IdentoGO

Use code 11FT12 for Texas Personal Review - Full



11FT12 - Texas Personal Review - Full

[← Back to Home](#)

Schedule or Manage Appointment

Schedule an in-person appointment or change an existing appointment.

What do I need to bring to enrollment?

Find out which documents you need to bring to the enrollment center to facilitate processing.

Locate an Enrollment Center

Locate and get directions to an enrollment center near you.

Submit A Fingerprint Card by Mail

Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.



Check the Status of your Service

Check your status or reprint your cardscan registration form. For additional help, [contact customer service](#).



Manage an existing Appointment

Reschedule an existing appointment or schedule a ret

Schedule an appointment. The cost is \$24.95.

You can also conduct an online name-based search using the Criminal History Conviction Name Search by visiting:
<https://publicsite.dps.texas.gov/ConvictionNameSearch>



Criminal History Conviction Name Search

- Account Management
 - My Account
 - New User Signup
- Application
 - Search Database
 - Search History
 - Purchase Credits by Credit Card
 - Purchase Credits by Check/Money Order
 - Purchase History
 - Violent Offender Name Search

Criminal History Conviction Name Search

Search for individuals in the Computerized Criminal History System (CCH)

Welcome



The Conviction Database is public record information extracted from the DPS Computerized Criminal History System (CCH). The information contained in CCH is only public if a conviction or deferred adjudication has been reported to the Department on an offense.

What Data Can I Search?

Name-based results of all individuals that have been reported to TX DPS with a conviction or deferred adjudication. The public criminal history record information will provide arrests, prosecutions, and disposition of cases for individuals arrested for class B misdemeanor or greater. Any Class C convictions may be available if reported to the department. In addition, although not required by statute, CCH has traditionally included limited supervision data reported to DPS by TDCJ.

[Crime Records Division Overview](#) | [Learn more about what is in CCH](#)

Create Account

Search Database

Violent Offender Name Search

Related Services and Websites

[TxDPS Website](#) · [TxDPS Public Sex Offender](#) · [TxDPS CRD Secure Website](#)

New Users

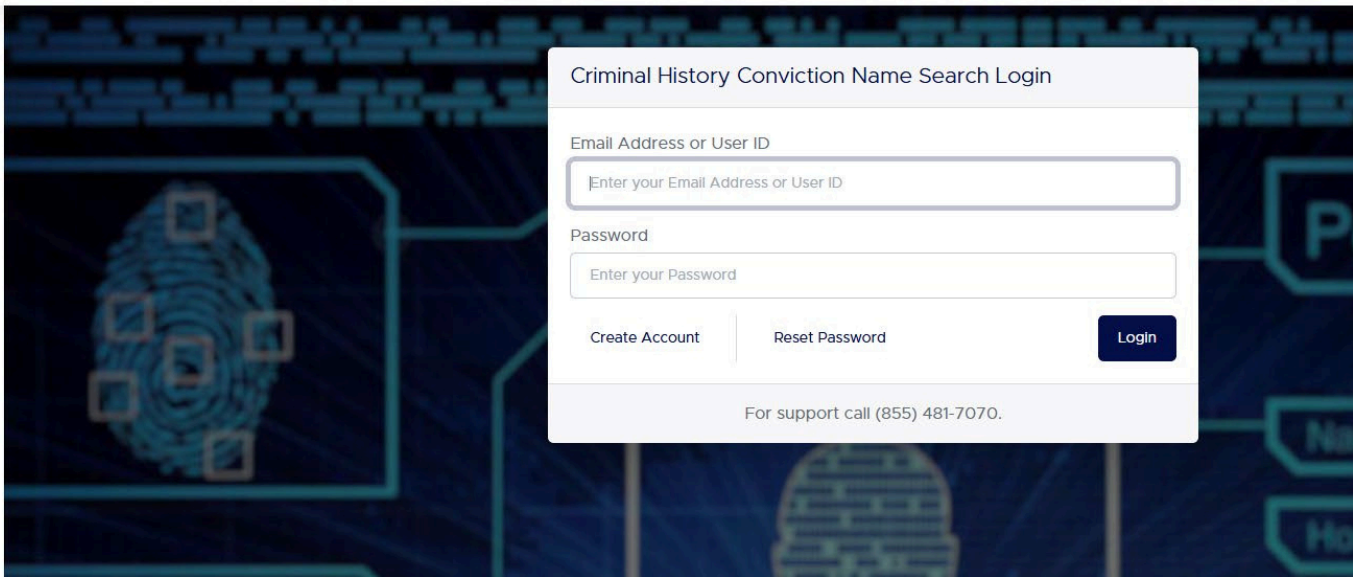
Returning Users

Additional Information

[Collapse](#) [Expand](#)

You must first create an account.

- Account Management ▾
 - My Account
 - New User Signup
- Application ▾
 - Search Database
 - Search History
 - Purchase Credits by Credit Card
 - Purchase Credits by Check/Money Order
 - Purchase History
 - Violent Offender Name Search



- **You can also visit the courthouse in person or check their website to obtain criminal records from the specific county where the charges were from.**
- **Understand the differences between arrests and convictions.**

BE HONEST: TRANSPARENCY BUILDS TRUST

Navigating your past requires honesty. Be strategic about how and when you share your story. This isn't just about disclosure; it's about building trust and showcasing your growth.

1 Never lie or conceal - this can lead to rescinded job offers, termination if it's discovered late, and can severely damage your credibility. Background checks are standard, and discrepancies will be found.

2 Be factual when talking about your conviction. Avoid unnecessary details, emotional narratives, and placing the blame on others. The goal is to provide essential information clearly.



THE BRIDGE METHOD OF DISCLOSURE

B

- Briefly state the offense.

R

- Responsibility - Accept full accountability.

I

- Insight - What did you learn?

D

- Development - How have you changed/grown?

G

- Goals - How does this connect to your future contributions to the company?

E

- Emphasis - Quickly go back to your qualifications for the role.

DISCLOSING YOUR CONVICTION TEMPLATE

Utilize this template to help you to disclose your conviction. You can add to it, re-word it, or take things out to tailor your story.

I want to be fully transparent. Yes, I do have a conviction from ____ years ago. I've taken full responsibility for my actions and have worked hard to turn my life around. During that time, I learned valuable lessons about _____

Since then, I have been focused on _____
and I am eager to apply my skills in _____
to this role and I am dedicated to demonstrating my drive and commitment here.

EXPLAINING A GAP IN YOUR EMPLOYMENT HISTORY

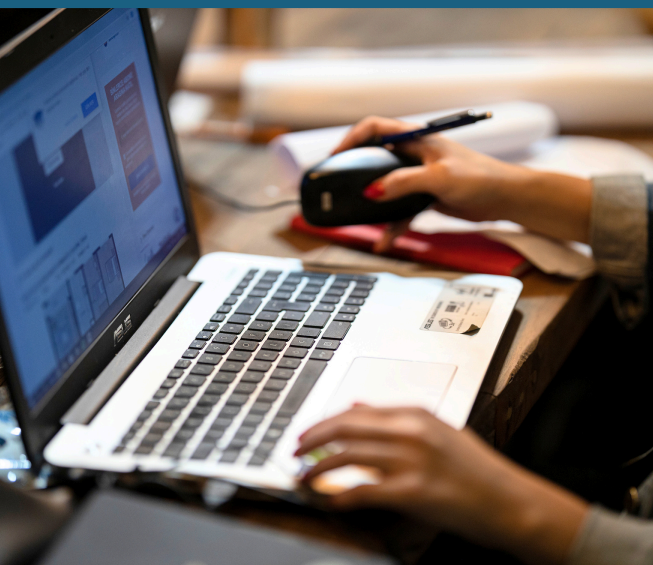
Explain the gap concisely and positively, focusing on what you learned or did during that time: self-improvement, family responsibilities, skill development, classes, programs, etc.

Example:

During that time, I was focused on my personal development and gaining new skills, including:

(mention specific skills or training)

I took some time to address personal matters, responsibilities, and focus on my well-being. I'm now fully prepared and enthusiastic to re-enter the workforce with refocused excitement for what I can contribute to your company.



JOB SEARCHING STRATEGIES

Check out online boards, such as www.workintexas.com, Indeed, LinkedIn, etc.

Search for Ban the Box Employers that are committed to second chance hiring practices. Many major corporations have adopted these policies.

Network by letting your friends, family, and community contacts know you are looking for work. Many jobs are found through referrals.

APPLICANT TRACKING SYSTEM (ATS)

- Companies use technology to help speed up their hiring process. The system is programmed to quickly filter through and find qualified applicants for their job openings.
- Make sure that you are tailoring each resume to the position you are applying for by using the job description as a guide.
- The ATS system collects, scans, and ranks job applications by using resumes. You must score 75% or higher to get your application and resume to the hiring manager.
- Many people will apply for the same job/position, so make yours stand out.

MASTER YOUR DELIVERY

An interview is a conversation between the **interviewer(s)** and the **interviewee**. Questions are asked to help narrow down the qualified applicants to find the best service provider suited for the job. The interviewee is asking questions to see if their company is the right environment for them to provide their services.

Look through the job vacancy and role expectations. Plan what you are going to say. Rehearse, making eye contact and body language. Plan to weave relatable stories of your experience with your responses that will help make your message memorable and impactful.

Your delivery can make or break what you are trying to communicate. Focus on the following techniques:

- ➔ **Voice:** Vary pitch, tone, and volume to emphasize key points.
- ➔ **Body Language:** Maintain open gestures and avoid crossing your arms, move naturally, mirroring your interviewer.
- ➔ **Non-Verbal Cues:** Look for cues (like nodding and note-taking) that show that you're engaged. Be confident, knowledgeable, and show enthusiasm.



Only 7% of your words are communicated; 38% is the tone of your voice; and 55% is your body language.

INCREASE YOUR INTERVIEW PREPARATION

Research the company, study the job description, see how you qualify for the position, and get a notepad and pen. This is your chance to make a strong impression. Practice your skills and explain your experiences clearly.

Be prepared to discuss your past in a positive way by focusing on what you've learned and how you've grown. Once you begin talking about something you are passionate about, your excitement, tone of voice, and body language will reflect to your interviewer(s).

Tell me about your work history, including any gaps in employment.

I understand that my past criminal history may raise questions about my employment record. I have made significant efforts to change my life and have been working toward

(rehabilitation programs, education, training)

I've completed _____
(relevant skills and experience)

I'm ready to contribute to a workplace in a positive way. I have am excited and eager to apply here.

CAN YOU EXPLAIN YOUR CONVICTIONS?

Yes, I was convicted of _____. I am extremely remorseful for my actions and have learned from my mistakes. I understand that I've made poor choices in the past. I have not committed any crimes since then and am actively working to rebuild my life.

WHY SHOULD WE HIRE YOU WHEN YOU HAVE A CRIMINAL RECORD?

I understand the concern you may have. I am committed to being a responsible, driven, and productive employee. I have made a conscious effort to improve myself and am prepared to give your company 110 percent effort. I am confident that I will be a valuable asset to your team.



INSIDE THE MIND OF THE INTERVIEWER DURING THE INTERVIEW

- ✓ How quickly can they contribute to my team?
- ✓ How much training are they going to require?
- ✓ Can I believe what they are saying?
- ✓ Do they have the personality to fit our team?
- ✓ Are they qualified and do they have the necessary knowledge and experience?
- ✓ Will they make me look good if I hire them?

HELP YOU MAY NEED

FIDELITY BONDING

Consider applying for a fidelity bond through the Texas Workforce Commission. This can help employers feel more secure about hiring you. This provides job seekers with barriers the opportunity to build their self-confidence and prove their skills and trustworthiness to their employer.

OVERVIEW

Free for six months, after that time, the bonding becomes the company's responsibility.

Coverage is usually \$5,000, can be more, no deductible to pay.

There are no forms to fill out and no long processing time.

The coverage can start almost right away.

To apply for a fidelity bond from the Texas Workforce Commission (TWC), first ensure you meet eligibility requirements.

ELIGIBILITY

Second Chance men, women, and youth involved with the justice system. Been arrested, on probation, or have a police record.

Those with a history of poor credit.

Veterans who were dishonorably discharged.

Those on public assistance.

Individuals in recovery from substance abuse.

Economically disadvantaged youth and adults with little or no work history.

Anyone who was not approved for fidelity bonding through other systems.



We provide a variety of services that result in increased occupational skills, employment, earnings, and self-sufficiency, and freedom from public assistance.

Classroom Training • Work Experience • On-the-Job Training • Support Services

ELIGIBILITY

Low income, receiving public assistance, receiving UI, and/or having a barrier to employment.





GET STARTED

1 Create your free www.workintexas.com account.

2 Contact your nearest Workforce Center and ask to be added to the next WIOA orientation.

3 Complete your orientation. You will receive further information about the process.

CAREER WORKSHOPS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>Job Searching in 2025</p> <p>9:00 AM - 11:30 AM</p> <p>WORKSHOP OBJECTIVES</p> <ul style="list-style-type: none"> • Introduction to WorkinTexas.com • Preparing for a successful job search • What career field is right for you 	<p>Setting SMART Goals</p> <p>9:00 AM - 11:30 AM</p> <p>WORKSHOP OBJECTIVES</p> <ul style="list-style-type: none"> • Setting SMART goals • First impressions • Career blueprint 	<p>Financial Empowerment</p> <p>9:00 AM - 11:30 AM</p> <p>WORKSHOP OBJECTIVES</p> <ul style="list-style-type: none"> • Money management • Creating a budget • Credit basics • Understanding your money 	<p>Interviewing</p> <p>9:00 AM - 11:30 AM</p> <p>WORKSHOP OBJECTIVES</p> <ul style="list-style-type: none"> • Rocking your next interview • Be a S.T.A.R. interviewer • Why attend job fairs • Resume purpose and development <p>Resume Workshop</p> <p>1:00 PM - 3:30 PM</p> <p>WORKSHOP OBJECTIVES</p> <ul style="list-style-type: none"> • How to navigate WorkinTexas.com • Building/uploading your resume in WorkinTexas.com 	<p>Mastering Soft Skills</p> <p>9:00 AM - 11:30 AM</p> <p>WORKSHOP OBJECTIVES</p> <ul style="list-style-type: none"> • Soft skills • Employer expectations • The week in review 

HOW TO ATTEND

In-Person

Galaxy Center - Entrance 5
 4309 Old Jacksboro Hwy
 Wichita Falls, TX 76302

Virtual

Once you are registered, you will be emailed the link to attend sessions online.



940.322.1801, option 2

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