The Society for Employment and Equal Rights

Institute for Community Justice of Philadelphia FIGHT
21 South 12th Street, Suite 700
Philadelphia, PA 19107-3614
Phone: 215-525-0460

Please join us for meetings on the second Tuesday of each month between 1-2pm.
It is recommended to call in to confirm when the next meeting will occur.

Employment Resource Guide

Prison Summit Edition
Updated 26 June 2013

By: The Society for Employment and Equal Rights
Society for Employment and Equal Rights

The beginning…
The Society for Employment and Equal Rights (SEER) grew out of two focus groups in October 2010 at Philadelphia FIGHT’s Institute for Community Justice, to address human rights violations in jail and prison. However, the conversation shifted to the violations of Employment rights seemed like the area most people were passionate about, leading to creation of the group.

Who we are
The majority of SEER members are formerly incarcerated/convicted people. The group prides itself actually experienced the difficulties related to employment discrimination.

What we do
SEER has undertaken a diverse range of work. We have been involved in ongoing campaign work, including the “Ban the Box” legislation, and the Support Center for Prison Advocacy. We are also passionate about sharing information with others through our meetings, resource sharing and meetings with school-age youth. Another central effort involves reaching out to employers to build relationships with them. We believe that we can truly make a change, due especially to the inspiration of our work from the real life experiences of formerly incarcerated/convicted people.

Mayor’s Office for Reintegration Services for Ex-Offenders (RISE)
Case management services are offered such as substance abuse treatment, behavioral health services, educational and employment services.
Walk in for sign-up and intake to see if you qualify.
34 South 11th Street, 6th Floor
Philadelphia, PA 19102
Phone: 215-683-3370
This City program does not accept sex-offenders or arsonists.

Office of Vocational Rehabilitation (OVR)
444 North 3rd Street, Suite 5A
Philadelphia, PA 19123-4189
Phone: 215-560-1900
Monday through Friday 8:30AM to 5PM
Must have a documented disability such as drug addiction, handicap or mental illness to qualify for their training programs

Urban League of Philadelphia
121 South Broad Street, 9th Floor
Philadelphia, PA 19107-4533
Phone: 215-985-3220 Carla Baptiste, Career Center Manager x200
Monday through Friday 8:30AM to 5PM
A person must bring two forms of identification to an orientation class which is usually on Mondays at 1:45pm.

Work Opportunity Tax Credit
Federal tax credit available to employers who hire individuals with a felony record, among other “target group” qualifying individuals.
Pennsylvania Bureau of Workforce Investment Labor and Industry Building, 12th Floor
7th and Forster Streets
Harrisburg, PA 17120
Phone: 717-783-3676
Fax: 717-787-5785

Thank you to the Institute for Community Justice at Philadelphia FIGHT and all the supporters of this Guide both past and present.
Brian Malone
Gena Poulard
Theresa Sullivan
Frank Walder
And all who dedicate time and effort to SEER!!
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Needs for recently released ex-offenders!
By SEER member, Bryant Poland

1) Finances for things such as:
   - Transportation (Tanspass/tokens/daypass) as needed.
   - ID/Birth certificate/social security card/etcetera
See “Dave” on the Benjamin Franklin Parkway, most Monday afternoons for help with obtaining ID records. He should be standing near the Galusha Pennypacker statue between 18th and 19th Streets.

2) Employment/actual leads on employers who hire ex-offenders:
   - Contact person who has information regarding employment (name, address, phone number)
   - Society for Employment and Equal Rights

3) Education/computer basic knowledge.
   - Creating a resume
   - Creating an email account
   - Help with filling out applications online

4) Housing/help finding a home plan (if applicable).
   - Telephone number: land line with an answering machine or a cell phone with voicemail
   - For those without friends or family who can help, contact OSH at 802 North Broad Street, Philadelphia, PA 19130-2235 or Bethesda Project (215-732-2470) at 609 South 15th Street, Philadelphia, PA 19146-1605

5) Counsel/mentor/someone to talk to about life issues who can give good solid advice.

6) Public assistance/medical insurance/other benefits and help with the application process (if applicable).
   - Philadelphia Department of Public Welfare
   - Mary Howard Clinic (215-592-4500) at 125 South 9th Street, Philadelphia, PA 19107-5125
   - JFK Behavioral Health (215-568-0860) at 112 North Broad Street, Philadelphia, PA 19102-1510

7) Family or Friends/Group geared towards ex-offenders understanding their role and place as they reintegrate back into their family and community settings.

Useful Information and Resources

Access To Recovery: 123 South Broad Street, Philadelphia, PA 19109-1029. Phone: 215-599-4972

Chosen 300: 1116 Spring Garden Street, Philadelphia, PA 19123-3316
Phone: 215-765-9806 Brian C. Jenkins
Job info meeting with meal 1st Tuesday of each month at 12pm

Impact Services Corporation: 1952 East Allegheny Avenue, Philadelphia, PA 19134-3122
Phone: 215-739-1600 Michael Don Pailin x167
Also at 2701 North Broad Street, 4th Floor, Philadelphia, PA 19132-2743
Phone: 215-430-7430 Marketta Kelly x216

Institute for Community Justice (ICJ) of Philadelphia: 21 South 12th Street, Suite 700, Philadelphia, PA 19107-3614
Phone: 215-525-0460

JEVS (Jewish Employment and Vocational Service):
9350 Ashton Road, Suite 201 Philadelphia, PA 19114
Phone: 267-350-8607 Kristy McGuigan, Intake Coordinator
https://jevshumanservices.org/findhelp/inmates-exoffenders.html
They are open Monday through Friday 8AM-4PM.

Neighbors Helping Neighbors Association
1213 Vine Street, Philadelphia, PA 19107-1111
Phone: 215-665-0654
Email: nhva_philly@yahoo.com

New Pathways Project: 166 West Lehigh Avenue, 3rd Floor, Philadelphia, PA 19133-3849
Phone: 215-763-4901 Chrisia Garcia

Office Of Councilwoman Jannie L. Blackwell, 3rd District:
Room 408-City Hall, Philadelphia, PA 19107
Phone: 215-686-3418/3419 John Fenton, Director of Community Activities

Pennsylvania Prison Society: 245 North Broad Street, Suite 300, Philadelphia, PA 19107-1518
Phone: 215-563-5423
Metropolitan Career Center
162 West Chelten Avenue, Philadelphia, PA 19144-3359
Phone: 215-843-6615

National Comprehensive Center for Fathers
714 Market Street, 7th Floor, Philadelphia, PA 19106-2326
Phone: 215-717-4000  http://www.nccfamerica.com/
Their programs are intended to assist Philadelphia resident fathers with minor children, but will accept other individuals under special circumstances.

Nonprofit Technology Resources
Various types of free computer training and low priced computers sold.
1524 Brandywine Street, Philadelphia, PA 19130-4003
Phone: 215-564-6686  http://ntrweb.org/
They host a free “bring your own computer” program on Wednesday afternoons to learn how to operate and/or repair a computer. Owning a computer is preferred but not required. Call at least a day or two ahead and ask for Regina to schedule an appointment.

People For People, Incorporated
Their program Project DAD develops fathering and job search skills.
http://www.peopleforpeople.org/
800 North Broad Street, Philadelphia, PA 19130-2202
Phone: 215-235-2340 Tonya Woods, Job Developer x687
Cell: 267-456-4827

Project 4Ever Striving
Various life skills, and employment assistance is offered.
2418 West York Street, Philadelphia, PA 19132-4233
Phone: 267-968-0607
Specializes in offering the once in a lifetime ATR program. If you have already taken ATR you will have to pay a fee for their other services.

ServSafe Certification Training Program
Several SEER members have graduated from this program.
1315 Walnut Street, Suite 900, Philadelphia, PA 19107-4719
Phone: 215-732-2991

Tradeswomen of Purpose
Training and placing low-income women in blue-collar jobs
2300 Alter Street, Philadelphia, PA 19146-2416
Phone: 215-545-8702

Resume quick tips from SEER
*Resumes are a marketing tool for yourself, and a presentation of self to communicate why an employer should hire you.
*What kind of job are you looking for? Include skills, abilities, knowledge, and experience that are relevant to that job.
*Start by making a list of all your accomplishments, awards, certificates, jobs, volunteer positions, programs, and any other relevant activity. Worry about what to actually include on the resume second.
*Proofread your resume before you send it out, and have others help you edit it as well.
*If you are applying for a job that is entry-level, you may not want to submit a resume with your application because it will make you seem over qualified. In such instances only use the resume to fill out the application.

Computer access
*If you don’t have access to a computer at home, places with free computer access include:

The Institute for Community Justice
21 South 12th Street, Suite 700, Philadelphia, PA 19107-3614
Phone: 215-525-0460
Computer lab Tuesday-Thursday 1-5pm, Friday 2-5pm

The AIDS Library
1233 Locust Street, 2nd Floor, Philadelphia, PA 19107-5453
Computer lab Monday, Wednesday, Friday 1-5pm and Tuesday, Thursday 1-7pm

Free Library of Philadelphia locations
General Information: 215-686-5322
Library Hotspots: 215-686-5372
Find the closest location at: www.phillykeyspots.org/ or www.freelibrary.org/hotspots

Impact Services Corporation
1952 East Allegheny Avenue, Philadelphia, PA 19134-3122
Phone: 215-739-1600
Computer lab Monday-Friday 9am-5pm
Chosen 300
1116 Spring Garden Street, Philadelphia, PA 19123-3316
Phone: 215-765-9806
Computer lab Mondays, Wednesdays, Fridays 12-3pm

Congreso De Latino Unidos
2800 North American Street, Philadelphia, PA 19133-3534
Phone: 215-763-0423 extension 7268
Computer lab Mondays-Fridays 9am-5pm

Critical Path
1233 Locust Street, 3rd Floor
Philadelphia, PA 19107-5453
Phone: 215-985-4448
Monday, Wednesday 10am-1:30pm, Friday 10am-3pm

Mayor’s Office Of Community Services, OIC Building
1231 North Broad Street, 1st Floor, Philadelphia, PA 19122-4021
Phone: 215-474-1807
Computer lab Mondays-Fridays 9am-5pm

Philadelphia Unemployment Project
112 North Broad Street, 11th Floor, Philadelphia, PA 19102-1510
Phone: 215-557-0822
Computer lab Monday-Friday 9am-5pm

Urban League of Philadelphia
121 South Broad Street, 9th Floor, Philadelphia, PA 19107-4533
Phone: 215-985-3220
Computer lab Tuesday-Friday 10am-4pm

Freedom Rings Foundation
Hotspots in Philadelphia County, many of them with computers.
Find the closest location at: http://www.phillyhotspots.org/
Also check the following low websites for free or low-cost (under $20 per month) Internet access:
http://www.freedompop.com/
http://www.netzero.net/

Job Training for people with a criminal record

ARBOR Career Center
Job training and employment agency
225 South 15th Street, Suite 1000, Philadelphia, PA 19102-3831
Phone: 610-891-5509

Career Link
Find the closest location at: www.pacareerlink.state.pa.us/

Connection Training Services: 2233 West Allegheny Avenue, 2nd Floor Rear, Philadelphia, PA 19132-1420
Phone: 215-430-0381 Sadina Davis, Job Developer
This NGO does not accept sex-offenders. Must have been released within the last six months from an incarceration lasting at least six months.

EDSI Solutions
Job counseling and training company
160 East 7th Street, 1st Floor, Chester, PA 19013-6033
Phone: 610-876-4855 William Y. Cruz, Division Specialist
www.edsisolutions.com/
You must be referred by the Delaware County Department Of Public Welfare to receive training from them without paying a fee.

Education for formerly incarcerated people at the Community College of Philadelphia
Contact Tara Timberman, Reentry Support Project Coordinator at the Community College of Philadelphia, English Department
1700 Spring Garden Street, Philadelphia, PA 19130-3936
Phone: 215-972-6304 E-mail: CCPReentry@gmail.com

LIFT-Philadelphia
Basic, free computer training is offered
5548 Chestnut Street, First Floor, Philadelphia, PA 19139-3204
Phone: 215-474-1807

Mayor’s Office Of Community Services, OIC Building
Free basic computer training is offered
1231 North Broad Street, 5th Floor, Philadelphia, PA 19122-4021
Phone: 215-685-3908 Fax: 215-685-3918
Ontime Staffing
207 North 9th Street, Philadelphia, PA 19107-1832
Phone: 215-829-0188 Yan Hong Mai
Also at 2814 Cottman Avenue, Philadelphia, PA 19149-1419
Phone: 215-333-3349

Protocall
1 Mall Drive, Suite 105, Cherry Hill, NJ 08002-2101
Phone: 856-667-9003 Alicia Favuzzi, Assistant Staffing Supervisor x1300

Randstad
2 Penn Center, JFK Boulevard, Philadelphia, PA 19102-1721
Just west of 15th Street on JFK
Can only apply for work at www.randstadstaffing.com

Trinity Staffing
2340 South Broad Street, Philadelphia, PA 19145-4463
Phone: 215-218-9300

Unique Staffing, Incorporated
1218 Chestnut Street, Philadelphia, PA 19107-4825
Phone: 215-238-9146

Uplift, Incorporated
5070 Parkside Avenue, Philadelphia, PA 19131-4747
Phone: 215-222-8763

*Temp to hire work.

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**Job Search Tips**

Compiled from SEER member’s advice and personal experiences with the job search process

1) **Know what kind of job you are looking for.**
What do you like to do? Do some thinking about your strengths and abilities, and how these things can help direct your job search.

2) **Network!** This is statistically your most likely way to get a job. The easiest way to get hired is to find a job that is not being advertised, but how can you find that job if no one else knows about it?! Talk to people you know or meet, and let them know that you are looking for work. Ask around to see if others know of employers who hire people with a criminal record. One of the best ways to get the word out that you want a job is to work at a business through a staffing agency, such as the ones listed starting on page 24.

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An employer told me to get three references from people who have known me for a long period of time. He wanted to know who I was before and after jail, and to account for the employment gap.
He suggested a pastor, a district rep and a lawyer.
I got the references, and got the job.

*Tye Underdue*
3) **Put together a resume.**
Tips are included on page 5. Ask others to read over your resume and give you feedback. Compile a portfolio of any certificates and documentation of accomplishments. You can also gather letters of reference from people who you have worked with in the past, and/or people who know you well. Read more about this from Tye below:

4) **Know how to “sell yourself”** to an employer online and in person. Are you better with online communication or face-to-face? Your job search strategies will differ, depending on which you feel most comfortable with. A lot of employers now want you to apply online. Ask someone for help if working with a computer is unfamiliar to you. Free and low-cost computer access resources are included on page 5 and 6.

5) **Find employers known to hire people with a criminal record.** Companies we know of are included starting on page 9. This can help you get back into the job market, and lead to finding work quicker. You might also consider temporary work or offering to fill in when needed, which might turn in to full-time work. Another strategy might be to offer to work for free for the first few days to show a positive work ethic.

6) **Try not to get discouraged!** Attend groups or talk to people who have been through this process. It can definitely be hard to find work, and it might help to know that others are feeling the same frustration. Volunteering for a company or organization is one way to fill your “down time”. The company will see how well you work, and what you are like, and you have a genuine interest in that company. You will also increase the amount of people you network with.

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**Careers USA**
18th & JFK, Philadelphia, PA 19102
Phone: 215-561-3800

**Centrix Staffing**
800 West Olney Avenue, Philadelphia, PA 19120-2232
Phone: 215-725-4300
Also at 3 Garrett Road, Upper Darby, PA 19082-2302
Phone: 610-734-3223

**Corestaff**
1420 Walnut Street, Suite 716, Philadelphia, PA 19102-4017
Phone: 215-864-0500

**Infinity Staffing**
1500 JFK Boulevard, Suite 404, Philadelphia, PA 19102-1721
Phone: 215-735-9440

**J&J Staffing Resources**
200 Gibraltar Road, Suite 122, Horsham, PA 19044-2306
Phone: 215-773-9773 Fax: 215-773-0212
Kristie Hentz, Office Manager

**Kelly Service**
1635 Market Street, Philadelphia, PA 19103-2217
Phone: 215-564-3110

**Labor Force**
1301 South Broad Street, Philadelphia, PA 19147-4906
Phone: 215-336-6800 ask for David Woodworth
The office is open 6AM to 9AM. The office door is on the Wharton street side of the building.

**LaborReady**
3828 Aramingo Avenue, Philadelphia, PA 19137-1011
Phone: 215-288-1203 Gabriel Gonzalez
Can only submit an application M-F 0630-1000
Also at 50 East Main Street, Norristown, PA 19401-4915; 610-277-4070

**Manpower**
1818 Market Street, Philadelphia, PA 19103-3638
Phone: 215-568-4050
Resumes are only accepted through the front desk lobby.
Staffing agencies and part time work

Accu Staffing Services
1601 Market Street, Suite 101, Philadelphia, PA 19103-2301
Phone: 800-437-ACCU (2228)
Center City: 215-568-2228
Northeast: 215-423-7903
Applications are accepted Monday through Friday 9am-3pm.

Aerotek Commercial Staffing
1325 Morris Drive, Wayne, PA 19087-5579
Phone: 610-232-5807 Sara Kennedy

American Staffing Resources
7201 Frankford Avenue, Philadelphia, PA 19135-1010
Phone: 215-333-7337

AmeriSource
445 Fairmount Avenue, Philadelphia, PA 19123-2822
Phone: 215-440-1042 ask for “Pam”, “Bill”, or “Pearl”

AmeriTemps, Incorporated
220 North 13th Street, Philadelphia, PA 19107-1537
Phone: 215-627-2454 D. Patterson
The work offered is primarily on the Pier 84 unloading ships.

*Aerotek Commercial Staffing
132 Welsh Road, Suite 110, Horsham, PA 19044-2217
Phone: 215-902-8066 Patrick Robbins, Account Recruiting Manager

Baker Industries
184 Pennsylvania Avenue, Malvern, PA 19355
Phone: 610-296-9795

Best Personnel
1315 Walnut Street, 3rd Floor, Philadelphia, PA 19107-4719
Phone: 215-732-3100

BNC Group
5739 North 5th Street, Philadelphia, PA 19120-2307
Phone: 215-548-8600 ask for “Sandra”

Companies that have hired formerly convicted people

Compiled from Community Legal Service’s, Getting Back to Work: A Guide to Employment Services and Opportunities for Ex-Offenders and SEER members’ Experiences

Aramark
*Job type examples: Grill cook, general utility, banquet server
- Apply online at: http://www.aramark.com/Careers/
- You can search for available jobs on their website, and create a profile for an easier application process.
- If you know someone who is an employee there, ask them to put in an “employee referral” for you online. There is a special section on the website to do this, and directions to refer a friend at:
  http://www.aramark.com/uploadedFiles/Careers/referral-Directions.pdf

Cintas (uniform/clothing rental)
*Job type examples: cleaning specialist, loader/unloader, sales representative
- Search for jobs and apply online at: https://cintas.taleo.net/careersection/10000/jobsearch.ftl?lang=en
- Call for help with your application at 1-866-256-6559
- Closest location in Philadelphia is:
  4700 West Jefferson Street
  Philadelphia, PA 19131
  Phone: 267-233-5612

Federal Express
*Job type examples: Driver, customer service associate, package handler
- Make sure to narrow your job search to a location near you (or where you would be willing to work). You can also specify what type of job you are looking for.
- For big corporations such as Federal Express, it may be helpful to visit a few locations near you resume and with you, and ask the manager or person in charge of hiring whether there are any job openings.
**Former Employers of SEER Members**

**Hatfield Meat Company**  
*Job type examples: Retail sales merchandiser, food safety quality assurance, customer experience resource coordinator*  
» Search for jobs and apply online at: [http://www.hatfieldqualitymeats.com/careers/careers-apply.aspx](http://www.hatfieldqualitymeats.com/careers/careers-apply.aspx)  
» OR email a resume and cover letter to resumes@hqm.com  
» OR mail a resume and cover letter to resume and cover letter to:  
Hatfield Quality Meats  
Attention: Career Opportunities  
2700 Clemens Road, Post Office Box 902  
Hatfield, PA 19440

**Safe Disposal Systems, Incorporated**  
4301 North Delaware Avenue, Building A, Philadelphia, PA 19137-1938  
Phone: 215-332-3134 or 215-268-7500  
Must contact Ronald Shawler at Aerotek Commercial Staffing for employment. See page 24.

**Samuels And Son Seafood Company**  
3407 South Lawrence Street, Philadelphia, PA 19148-5615  
Phone: 215-336-7810 ask for “Herb”  
Applications only kept for 30 days, must resubmit each month.

**South East Pennsylvania Transportation Authority (SEPTA)**  
1234 Market Street, Philadelphia, PA 19107-3721  
Phone: 215-580-7800  
Job should be applied for at [http://autohire.careershop.com/septajobs/](http://autohire.careershop.com/septajobs/)

**Simkar Corporation**  
*Lighting manufacturing*  
601 East Cayuga Street, Philadelphia, PA 19120  
Phone: 215-831-7700  
They have a hiring freeze in effect.

**Southwark Sheet Metal Manufacturing Company**  
2800 Red Lion Road, Philadelphia, PA 19114-2312  
Phone: 800-523-1052

**TriStar Service Group**  
*Industrial and office window cleaning.*  
137 Gaither Drive, Mount Laurel, NJ 08054-1711  
Phone: 856-231-8998

**Unique Industries**  
*Party supplies*  
4750 League Island Boulevard, Philadelphia, PA 19112-1222  
Phone: 215-336-4300 or 800-888-0559  
Fax: 215-334-7868  
Applications are only accepted at [http://www.careerbuilder.com/](http://www.careerbuilder.com/), searching under “Unique Industries”.

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**Information Advocates (IAs) Project**

A network of dedicated, trusted, community-based listeners intelligently connecting resources to requests. Information advocates are “network specialists”. They know a lot of people, many of them have work and/or jobs. Find IAs on the Wikipedia website highlighted on page 12, under the Information Advocacy Notebook.
J. B. Mascaro & Sons
Waste management processing
2650 Audubon Road, Audubon, PA 19403-2400
Phone: 484-398-6500 or 800-222-1818
http://www.jpmascaro.com/
Just off the SEPTA 100 line at the Bridgeport station across the ball field.
Applications are only accepted Tuesdays through Thursdays, 9AM-2PM.

Jerith Manufacturing
14400 McNulty Road, Philadelphia, PA 19154
Phone: 215-676-4068 Fax: 215-676-9756
They have a hiring freeze in effect.

LWC Services, Incorporated
Industrial and office window cleaning.
2525 Wyandotte Road, Willow Grove, PA 19090-1209
Phone: 215-657-9999 or 800-220-9999

Mancino Manufacturing
4732 Stenton Avenue, Philadelphia, PA 19144-3023
Phone: 215-842-0690

Neatsfoot Oil Refineries
2925 East Ontario Street, Philadelphia, PA 19134-6003
Phone: 215-739-1291 ask for “Bob”
They have a hiring freeze in effect.

Origlio Beverages
3000 Meetinghouse Road, Philadelphia, PA 19154-1027
Phone: 215-698-9500 Bryan Griffin, Director of Corporate Development,
bgriffin@origlio.com

Philadelphia Coca-Cola Bottling Company
801 East Erie Avenue, Philadelphia, PA 19134-1324
Phone: 215-427-4500
Job applications only online at http://www.enjoycareers.com/

Philadelphia Furniture Surplus
5351 Lancaster Avenue, Philadelphia, PA 19131-4026
Phone: 215-871-0800

Home Depot
Job type examples: Sales associates, freight team members and warehouse opportunities
» Search for jobs and apply online at: http://careers.homedepot.com.edgesuite.net/find-your-fit.html
» The website allows you to search for jobs by location and type, and within departments of retail, distribution centers, call-centers and in corporate headquarters.

» The closest locations in Philadelphia are:
  1651 South Columbus Boulevard Philadelphia, PA 19148-1402
  2200 West Oregon Avenue Philadelphia, PA 19145-4121
  4640 Roosevelt Boulevard Philadelphia, PA 19124-2300
  2385 Cheltenham Avenue Philadelphia, PA 19150-1506

Moyer Packing Company
Job type examples: Route driver, meat packer
249 Allentown Road, Souderton, PA 18964-2207
Phone: 215-723-5555

Philadelphia Cricket Club
Description of desired employees includes people who are team players with excellent hospitality skills and a willingness to offer members exceptional service.
» Applications and resumes accepted by email, fax and online to Susan LaTorre, Human Resources
  415 West Willow Grove Avenue, Philadelphia, PA 19118-4125
  Phone: 215-247-6001 x3200
  Fax: 215-242-2457
  Email: hr@philacricket.com
  Website: philacricket.com
I went to the job and I showed the skills that I knew. It got me not only the job I initially applied for, but got me an even better job than I had expected.  
-Rysheen Caldwell

A very helpful website to obtain all types of Philadelphia area information is at:  
HTTP://WWW.WIKIDELPHIA.ORG/
General fields to look into:
- Fast food (McDonald’s, Wendy’s, Burger King)
- All fast food applications are online
- Kitchen work
- Hospitality/hotels (Ramada, Comfort Inn)
- Retail
- Grocery stores (Acme, Fresh Grocer, Save-A-Lot, Superfresh)

Other companies offering a second chance that hire ex-offenders and recovery friendly. This list is an updated and revised version of the one from the Philadelphia Department of Behavioral Health/Mental Retardation Services Resource Manual.

**ABM**
1650 Walnut Street, Philadelphia, PA 19103
Job applications only online at [http://www.abm.tms.hrdepartment.com/cgi-bin/a/searchjobs_quick.cgi](http://www.abm.tms.hrdepartment.com/cgi-bin/a/searchjobs_quick.cgi)

**A&S Manufacturing**
*Metal sawing, assembly, part cleaning, etcetera*
3246 Collins Street, Philadelphia, PA 19134-3202
Phone: 215-425-6130

**Action Manufacturing**
*Design, fabrication and assembly of metal parts*
190 Rittenhouse Circle, Bristol, PA 19007-1618
Phone: 215-278-4001  Fax: 215-423-7749
Resumes can be sent to emp@action-mfg.com.

**Allegheny Distribution And Delivery**
*Supplies furniture to retail stores*
4545 West Girard Avenue, Philadelphia, PA 19131-4634
Phone: 215-473-7300

**Alpha Office Supply**
*Office supply and furniture provision, office services*
2066 West Hunting Park Avenue, Philadelphia, PA 19140-2814
Phone: 215-226-2690 Gloria Collins
Presently not hiring or in the Second Chance program. A record could be a hiring factor depending on their customer security criteria.

**Spotlight on:**
**Brown Family ShopRites**

The Brown Family ShopRites have been SEER allies, and true community advocates for people with a criminal record.
Most positions start as part-time and can lead to full-time
- Search for jobs and apply online at: [http://www.shoprite.com/cnt/employment.html](http://www.shoprite.com/cnt/employment.html)
When given the choice of where to send your application, be sure to select one of the Brown family ShopRites! Applications are kept on file for six months, which means you will need to reapply twice a year.
- The closest Brown family owned ShopRite are at:

  - 2301 West Oregon Avenue, Philadelphia, PA 19145-4112
  - Phone: 215-336-7300, Stephanie Lamore x150

  - 2385 West Cheltenham Avenue, Philadelphia, PA 19150-1506
  - Phone: 215-887-4260, Lashawna Ready x169

  - 2946 Island Avenue, Philadelphia, PA 19153-2026
  - Phone: 215-492-1333, Stephanie

- Other Brown family owned ShopRites are in:
  - Bensalem, Brooklawn, East Norriton, Fairless Hills, Haverford, Parkside Ave & 52nd St., and Roxborough

- ShopRite job applications are only kept on file for ninety (90) days. So you will need to re-apply every three (3) months.
ATR (Access to Recovery)

Access to Recovery is a voucher-based system from the Substance Abuse and Mental Health Services Administration (SAMHSA) to the Pennsylvania Department of Health, Bureau of Drug and Alcohol Program. The goal of the program is to expand treatment capacity, provide choice for people seeking recovery and increase the array of faith and community-based providers of recovery support services in Philadelphia.

One of the key features of the ATR program is that people requesting services must be offered a choice. This includes a choice of recovery support services as well as a choice of providers.

Who does ATR serve??
The Philadelphia ATR will serve uninsured and underinsured adults. Priority populations are:
- Individual who are homeless
- Pregnant or parenting women
- Individuals re-entering society from the criminal justice system
- Veterans

ATR Services
- Recovery coaching, peer mentoring and life skills
- Adult Basic Education, GED preparation and employment/vocational skills training
- Spiritual/Faith-based support services
- Anger management, intimate partner violence, and parenting skills awareness and education
- Short-term emergency housing assistance

*other services may be provided as needs are identified

For more information or screening for ATR Eligibility contact BHSI: 215.546.1200

123 South Broad Street, Philadelphia, PA 19109-1029; Phone: 215-599-4972

Team Clean
Job type examples: Supervisors, custodians (full-time, part-time and floater roles)
-Team Clean asks for background checks, but has a history of hiring people depending on record type and timing.
-Search for jobs online at: [http://www.team-clean.com](http://www.team-clean.com)

Mailing address: Building 101, 1st Floor North, Suite 110
4747 South Broad Street
Philadelphia, PA 19112
Phone: 267-514-8326

Uhaul International
Most positions start as part-time and can lead to full-time.
There are too many locations in Philadelphia alone to list.
Applications are only accepted online at [http://jobs.uhaul.com/](http://jobs.uhaul.com/)

V&S Cattie Galvanizing Corporation
2520 East Hagert Street, Philadelphia, PA 19125
Phone: 215-739-8911

We can all make a difference by shopping at and supporting businesses that we know hire people with a criminal record
ABE: Adult Basic Education classes meet every Monday and Thursday from 4-6pm. Contact Holly Pester at 215-985-4448 x171

Yoga: Are you STRESSED? Alex teaches this all levels Kundalini Yoga class. This practice can be done on the floor or in a chair and is sure to leave participants relaxed and focused. Tuesdays from 2:15-3:30pm.

Computer Lab: This is a computer lab open to the public. Come check your email, search for a job or surf the web! Computer classes are also available. Open Access Computer Lab: Tuesday through Friday, 1-5pm.

Creative Writing Workshops: Are you interested in poetry or storytelling? Stop by this new group! Contact Akua for more information at extension 403.

What’s Happening At ICJ?!?!

TEACH Outside (Treatment Education Activists Combating HIV): This is an intensive 5 week course on HIV treatment and ACTIVIST training! Wednesdays and Fridays (5 week sessions) from 10am-2pm. Contact Naseem for more information at extension 417.

SEER (Society for Employment and Equal Rights): Are you tired of seeing “background check” on job applications? This organizing and advocacy group focuses on opening doors to employment for people with a history of incarceration. Second Tuesday of each month from 1-2pm. Contact Theresa or Bryan for more information at extension 409.


ATR Career Development Program: This 9 week course includes resume writing, job search skills, interviewing techniques, and guest speakers from various industries. Thursdays from 10am-12pm.

PHN: (Prison Health News) Are you a writer, poet or artist? This group writes and edits a newsletter for people behind the walls in prisons all over the country. Fridays, 2-3. Contact Naseem for more info: ext 417

GED: Are you ready to achieve your high school equivalent certificate? This class meets twice weekly to prepare students to take the GED exams. Tuesdays and Thursdays from 4-6pm. Contact Holly Pester at 215-985-4448 x171.
### What's happening at the Institute for Community Justice

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
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<th>Thursday</th>
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<tr>
<td>10:00 AM</td>
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<td>♦ TEACH Outside 10am-2pm</td>
<td>♦ ATR Career Development 10am-12pm</td>
<td>♦ TEACH Outside 10am-2pm</td>
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<td>1:00 PM</td>
<td>♦ Computer Lab 1-5pm&lt;br&gt;♦ SEER 1-2:15pm (Second Tuesdays)</td>
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<td>2:00 PM</td>
<td>♦ Yoga 2:15-3:30pm</td>
<td>♦ Creative Writing 2-3pm</td>
<td>♦ ATR Life Skills 2-4pm</td>
<td>♦ Prison Health News 2-3pm</td>
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<td>♦ ABE (ATR) 4-6pm</td>
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*TEACH Outside meets for 5 week sessions 3x per year.

**ICJ Drop-in Hours are Tuesday-Friday from 1-5pm**

21 South 12th Street, 7th Floor, Philadelphia, PA 19107-3614 * TEL 215-525-0460 * FAX 215-567-0431 * www.fight.org

UNITED WAY DONOR NUMBER 06026