

Employment Tools

Click on the links below for job finding resources. You can also get a resume template and look at interviewing tips below.

- [America's Job Bank](#)
- [COFFE: The Cooperative of Felon Friendly Employers](#)
- [Employment Resources for Ex-Offenders](#)
- [Experience Works](#)
- [Federal Bonding](#)
- [Nation Job Network](#)
- [O-Net \(Occupational Guidance\)](#)
- [Unemployment Benefits in Wyoming](#)
- [Work Opportunity Tax Credit](#)
- [Wyoming at Work](#)
- [Wyoming Department of Workforce Services](#)

Click on map to find the [Workforce Center](#) nearest you



Click on the items below to get more information for employment:

[Resume Template](#)
[The Hiring Process](#)
[Occupation Guide for Felons](#)

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[Street Address], [City, ST ZIP Code]•[phone]•[e-mail]

[Your Name]

Objective

[Describe your career goal or ideal job.]

Experience

[Dates of employment] [Company Name] [City, ST]

[Job Title]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Dates of employment] [Company Name] [City, ST]

[Job Title]

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[Dates of employment] [Company Name] [City, ST]

[Job Title]

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[Dates of employment] [Company Name] [City, ST]

[Job Title]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

Education

[Dates of attendance] [School Name] [City, ST]

[Degree Obtained]

- [Special award/accomplishment or degree minor]

References

References are available on request.

What to expect: The Hiring Process

It may have been a long time since you have applied for jobs. Below are some tips of what to consider when looking for a new job:

1. Identify what you want to do for a job or career. Make a list of several different job categories and list out your interests or your previous job experience.
2. Find out if the jobs you are interested in are available in your area by searching the want ads or calling a local business in your field.
3. Ask yourself if you have the necessary skills, training or education. If not, consider what it would take to get the training or education prior to applying for a job in that field.
4. Once you find a job you want to apply for, by searching the local paper and internet, make initial contact with the business to get an application and explore all positions available.
5. Find out what the best approach to getting an application is, should you:
 - Call ahead (talk with human resources if available)
 - Go in person / drop in
 - Set appointment
 - Complete online and send electronically
6. Fill out the application:
 - Type or print neatly
 - Check spelling and grammar
 - Complete application entirely
 - If you have questions about the application, either contact the business/human resources or ask a workforce center in your town
7. If a resume is required:
 - Update the resume
 - Make sure your contact information is accurate
 - Look online for sample resumes
 - Spell check and grammar check
 - Give detailed explanations about previous duties
 - Have a friend look it over to check for mistakes or format errors
 - Print several copies for you to pass out
8. When you return the application be sure and dress appropriately, you may encounter the person who is in charge of hiring.

9. Follow up with a phone call if you don't hear from the employer. You may want to do a status check on the job and interview process. This will also show you are very interested in the position.
10. Once you have been called for an interview, you should prepare responses for your conviction and your lapse in work while incarcerated. When talking about your incarcerated time, be positive and stress the vocational/educational classes and programming you completed. Explain what you have done to better yourself while incarcerated. You should also do research on the company to show you know about their business.
11. Be EARLY for your interview and make sure you have directions or drive to location ahead of time if possible.
12. Dress appropriate for the job you are applying for. Make sure you have good hygiene.

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Occupation	Felony Conviction
Certified Public Accountant	Felony conviction is grounds for revocation and can be used to deny an application, depends on charge.
Administrator, Nursing Home	Review each application individually. May be revoked, suspended, refused based on conviction of felony or misdemeanor involving moral turpitude.
Aircraft Pilots & Flight Engineers Aircraft Mechanic	You can get a FAA certificate if you have a felony conviction, unless the conviction is for a drug or alcohol related offense. In that case, you cannot apply for a certificate for up to one year after your final conviction. If you already have a certificate at the time of conviction, the FAA may suspend or revoke it for up to one year as described in 14 CFR 61.15 .
Animal Euthanasia Technician	Have no felony convictions or criminal violations relating to cruelty to animals or animal neglect.
Appraiser, General	After background check looked at on a case-by-case basis. Can be reason for losing license.
Appraiser, Residential	After background check looked at on a case-by-case basis. Can be reason for losing license.
Architect	No language in statutes prohibiting licensing; all applications are reviewed on a case-by-case basis.
Architect, Landscape	No language in statutes prohibiting licensing; all applications are reviewed on a case-by-case basis.
Audiologist / Speech Pathologist	May refuse to issue, renew, suspend, or revoke license if convicted of a felony if the board decides the actions have a direct bearing on whether he should be entrusted to serve the public in that particular capacity
Barber	No alcohol and drug consumption conviction.
Bus Driver, School	As long as driver's license was not suspended or revoked in the felony conviction, there is no issue.
Chemical Dependency Specialist Counselor, Professional Marriage & Family Therapist Clinical Social Worker Psychiatrist	A license shall not be issued until the applicant can prove to the Board they have no felony convictions; and no misdemeanor convictions involving moral turpitude, although exceptions to this requirement may be granted by the Board if consistent with the public interest.
Chiropractor	To commit or be convicted of a felony is prohibited acts; refusal, revocation or suspension of license
Claims Adjuster	Reviewed on a case-by-case basis.
Cosmetologist Nail Technician	Court documentation required. Reviewed by Application Review Committee.
Cosmetology Instructor	Court documentation required. Reviewed by Application Review Committee.
Dental Hygienist	Grounds and procedure for revocation or suspension of license -conviction of a felony that relates adversely to the practice of dental hygiene or the ability to practice dental hygiene
Dentist	Grounds and procedure for revocation or suspension of license -conviction of a felony that relates adversely to the practice of dentistry or the ability to practice dentistry
Dispatchers: Police, Fire	Must not be convicted of a crime which would

	result in imprisonment in a state or federal facility.
Electrician	Can not have a felony conviction.
Embalmer/Funeral Director	No language in statutes prohibiting licensing; all applications are reviewed on a case-by-case basis.
Emergency Medical Technician	Applicant must pass DCI /FBI background checks. If person is convicted of a crime/felony they are not eligible to be certified as an EMT.
Engineer, Professional	Board reviews (Require copy of Court Order).
Esthetician	Court documentation required. Reviewed by Application Review Committee.
Geologist	May be refused based on felony conviction.
Hearing Aid Specialist	License may be revoked or suspended for a fixed amount of time if felony conviction is for moral turpitude.
Home Health Aides	No sex convictions.
Law Enforcement Officer, (Wyoming Highway Patrol Officer)	Policy is no felony convictions.
Law Enforcement Officer / Police Officer / Deputy Sheriff – Lawyer (Background Investigation	Policy is no felony convictions.
Massage Therapist	Reviewed and approved by Chief of Police.
Mine Examiner Mine Foreman Mine Shot Fire	Unknown-no response
Miscellaneous Agriculture Licenses	No language against licensing someone with a felony conviction.
Nurse, Licensed Practical Nurse Practitioner Nurse, Registered Nursing Aides	Considers every app on an individual basis. Consideration is given to the following: passage of time, repeated or habitual crimes, felony versus misdemeanor (nature of crime is primary consideration) compliance with court orders, results of evaluations and how the crime relates to nursing practice and public safety.
Occupational Therapist Occupational Therapy Assistant	Applications are looked at on a case-by-case basis. However, grounds to deny an application include felony convictions.
Optometrist	May be revoked, suspended, refused based on conviction of felony involving moral turpitude.
Outfitter (Professional Guide)	Applicant with felony conviction must meet with appointed committee who reviews all court records to see what type of felony it was, how long ago it was, and various other things before making a recommendation.
Pesticide Applicator, Commercial Pesticide Applicator, Private	The Wyoming Department of Agriculture has no restrictions regarding convicted felons obtaining a commercial or private applicator license.
Pharmacist	Case by case basis with background checks. Type of conviction and time since conviction are considered.
Pharmacy Technician, Registered	Case by case basis with background checks. Type

	of conviction and time since conviction are considered.
Physical Therapist	Can deny/revoke based on felony after 1996. Each case reviewed individually.
Physician Assistant Physician, Medical	A person who has pled guilty or nolo contendere to or has been convicted of a felony or any crime that is a felony under Wyoming law in any state or federal court or in any court of similar jurisdiction in another country may apply for licensure; however, the Board may deny licensure based solely upon such plea or conviction.
Podiatrist	No language in statutes prohibiting licensing.
Psychologist	Grounds for denial, suspension or revocation of license with conviction to any felony that reflects the inability of the practitioner to practice with regard to the health and safety of clients or patients
Radiation Technician	May censure, revoke, suspend or restrict the licenses for conviction of a felony involving moral turpitude
Radiologic Technologist	May censure, revoke, suspend or restrict the licenses for conviction of a felony involving moral turpitude
Real Estate Broker / Associate Broker	Reviewed by Commission Board with court documentation.
Salesperson, Insurance	No certification/licensure is required.
Salesperson, Real Estate	Reviewed by Commission Board with court documentation.
Financial Planner	Can not have a felony conviction.
Surveyor, Professional	Board reviews (Require copy of Court Order).
Administrator, Education Teacher, Early Childhood / Special Education Teacher, Elementary Teachers, Substitute Librarian, School	W. S 21-2-802 (c) The Board may revoke or suspend certification for incompetency, conviction of a felony committed after July 1, 1996, immorality and other reprehensible conduct or gross neglect of duty, upon its own motion or upon the petition of any local board of trustees.
Truck Driver	As long as driver's license was not suspended or revoked in the felony conviction, there is no issue. HAZMAT Endorsement on a CDL: An applicant will be permanently disqualified from holding a HAZMAT Endorsement on a CDL if he or she was convicted or found not guilty by reason of insanity for certain felonies; and a driver may be disqualified from holding a HAZMAT Endorsement on a CDL if he or she was convicted or found not guilty by reason of insanity within the previous seven years or was released from prison in the last five years for certain felonies.
Veterinarian	May be refused for felony convictions involving moral turpitude.
Water and Wastewater Treatment Plant Operators	No language against licensing someone with a felony conviction.

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