

### **EXAMPLE 1**

**Interviewer:** “I see from your application that you have been convicted of a crime. Will you explain this to me? Tell me about it.”

**Applicant:** “I’m glad you asked because I want you to feel comfortable about hiring me. It is embarrassing for me to talk about. I want to assure you that it had nothing to do with my previous employers. I took some things that didn’t belong to me and as a result, I’ve taken the time to decide what field I would like to get into. I have enrolled in several clerical courses and can type 50 wpm. I am familiar with several software programs for word processing, and have excellent phone skills. I am very interested in learning all I can about this industry and I know I would be an asset to your organization.

*In this example, the applicant has spent very little time explaining the conviction in comparison to the time talking about his or her skills and abilities.*

### **EXAMPLE 2**

**Applicant:** “When I was younger I got mixed up with the wrong crowd and got in trouble for breaking into cars. We all do things when we are young that we regret. I used the time to my advantage by completing an air conditioning and heating training program and received my certificate. I’ve researched several air conditioning companies in the area and yours is well respected. I would really like to be a part of your team.”

### **EXAMPLE 3**

**Applicant:** “In my past, I was involved in drugs, but that is all behind me and I’ve taken control of my life. I have two years of experience in food service and want to stay in this industry and learn as much as possible. As a result of my past, when you hire me, your company is eligible for the Work Opportunity Tax Credit, which can save you up to \$2,400. Are you familiar with this program?”

*In this example, the applicant uses the WOTC as an added incentive for the employer to hire him or her.*