

SERVICES TO EX-OFFENDERS, PAROLEES AND PROBATIONERS



 ASSIST EX-OFFENDERS, PAROLEES AND PROBATIONERS MAXIMIZE
THEIR CHANCES OF ACCESSING EMPLOYMENT/ LEARNING OPPORTUNITIES



“ How can ex-offenders, parolees and probationers increase their chances of accessing employment? ”

PUBLIC EMPLOYMENT SERVICES TO EX-OFFENDERS, PAROLEES AND PROBATIONERS

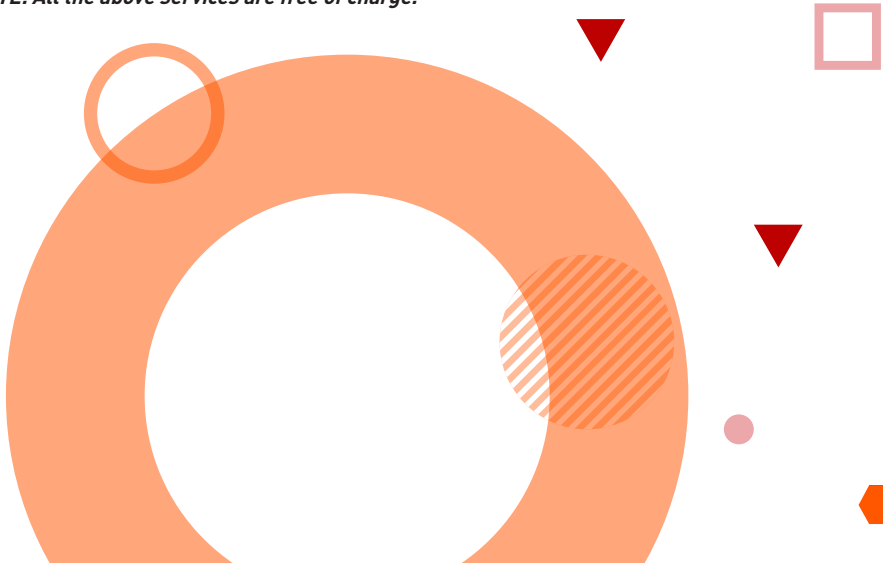
The Department of Employment and Labour has joined hands with the Department of Correctional Services to provide employability enhancement services to ex-offenders, parolees and probationers.

How can ex-offenders, parolees and probationers increase their chances of accessing employment and learning opportunities?

The Department of Employment and Labour, through its Branch: Public Employment Services can provide you the following services:

- **Registration as a work-seeker:** Register yourself on the electronic job-matching database of the Department of Employment and Labour named ESSA (Employment System of South Africa). If you have registered yourself on ESSA as a work-seeker, you stand a better chance of being matched and kept informed of new learning and job opportunities as soon as they arise
- **Access to employment counselling sessions:** You will obtain advice where to go with the skills you have obtained in the correctional facility, or which you had before your sentence
- **Access to job-hunting sessions:** You will be advised where and how to look for a job, how to develop your CV and prepare for a job interview
- **Access to work ethics sessions:** It will help you grow in a proper way to what is expected in the work situation and to be able to access the work situation with more openness and confidence
- **Access to life skills sessions:** You can learn to deal with discrimination and to enhance your confidence that will make re-integration easier
- **Access to advice on how to establish a small business and co-operative:** You can consider to take on a business venture and make use of the many useful skills that you have acquired
- **Referrals to skills development/learning and job opportunities:** You can be informed of available opportunities and applicable referrals can be made easier for you
- **Referrals to other organisations that specialise in assisting ex-offenders, such as Micro.** Advocacy, placement and job preparation as well as re-integration can be made easier for you.

NOTE: All the above services are free of charge.



HERE IS HOW YOU CAN ACCESS THE SERVICES:

ARE YOU AN EX-OFFENDER?

Register in person at your nearest labour centre and request to speak to the Career Counsellor, who will assist and inform you about various needs-based employment counselling sessions on offer.

ARE YOU A SOON-TO-BE-RELEASED OFFENDER?

Request your educationist/ psychologist/social worker at your correctional facility to help you access employment counselling session offered by the Department of Employment and Labour in your centre.

ARE YOU A PAROLEE/PROBATIONER?

Access the services at your nearest Community Corrections Centre wherein employment counselling sessions are offered by the Department of Employment and Labour.

Some tips for your job search:

- Be honest about your past on your application form and subsequent interviews. If an employer finds out that you were dishonest about your criminal record, you will be disqualified as a candidate and if you are already employed you may be fired right away. Write "to be discussed in interview" on your application form - this will give you a better chance to explain yourself personally to the employer
- When you draw up your CV, focus on all your skills. Give good references and verify them. Remember it will be heavily scrutinised. Obtain a letter of reference from your social worker/psychologist/ educationist on your behaviour during your sentence, since this can assist in employers wanting to give you a chance
- On your CV, you can indicate what types of relevant experience or skills you gained while you were in the correctional facility. When you list your job/learning experiences, also consider the ones you did as well as any part time positions you held while inside. You can ask for a formal testimonial from whoever was in charge in this regard. Be honest with yourself, and evaluate your experience and skills objectively
- Develop your job-hunting skills. Prepare for possible questions about your past. You need to show regret/remorse and should be able to demonstrate that you have changed. Do not be afraid to ask for a second chance to prove yourself
- Offenders need help to build their work ethics and team-work skills through life skills workshops – this forms a vital part of you gaining and retaining learning/employment opportunities. Always adopt a positive outlook in life and do not give up until you get what you want – this attitude will shine through all the potential challenges
- Emphasise your achievements and determination to enhance your job skills. You can for instance, mention your attendance of night classes or volunteering in community service work to get some official recognition in a certain career field and appreciation for your contribution. Consider additional education and training
- Learn how to network for referrals, information and advice. Talk to your friends, former colleagues and family about your career interests, skills and expectations. They may be able to refer you to a relevant employer and may serve as character witnesses
- Take the hands of other ex-offenders and start a job club where you help each other find a job or start helping other ex-offenders to re-integrate. People will notice your zeal and give you other opportunities!

- Think of starting a small business. Think out of the box and find a niche market for yourself.
For example, if you do not have tools, contact a plumber and ask whether you can service a township with plumbing, if they give you tools
- Register with private employment agencies. Look out for other organisations that offer job placement programmes for ex-offenders.

Remember, most employers are reluctant, or do not want to employ ex-offenders, or anyone with a criminal record. You must not be surprised that you may run into a lot of roadblocks in this regard. That should not discourage you at all, but rather keep on trying until doors open.

Employers need to know and understand that employment of ex-offenders contributes immensely in cutting down on re-offending behaviours and in ensuring a safer societal environment.

The Department of Employment and Labour will continuously improve its service to you. Use your experiences and skills and come up with proposals on how best we can help you. We need your inputs to continuously strive to improve employment services to ex-offenders.



ORGANISATIONS THAT HELP EX-OFFENDERS, PAROLEES AND PROBATIONERS' INTEGRATION INTO COMMUNITY AND LABOUR MARKET

ORGANISATION	CONTACT DETAILS	OBJECTIVE
City of Joburg	City of Joburg, in partnership with Khulisa Crime Prevention Initiative: Tel: (011) 485 3055 Toll free: 10177	Sponsor job training programmes for ex-offenders. Gateway Project helps ex-convicts re-integrate into society through skills and internship programmes.
Khulisa Social Solutions	Head Office Nationwide: PO Box 412560, Craighall, 2024; 7 th Floor, The Mall Offices, 11 Cradock, Rosebank, 2196 Tel: (011) 788 8237 E-mail: info@khulisaservices.co.za Website: www.khulisaservices.co.za	Promote the status of ex-offenders through its rehabilitation and reintegration programmes. Provides a range of life skills programmes to facilitate re-integration.
Uthando SA	PO Box 16491, Vlaeberg, 8018; 9 Princes Road, Harfield Village Centre, Cape Town Tel: (021) 683 8523 Cell: 082 496 4889 E-mail: info@uthandosa.org	Help ex-offenders and children through their development and offers rehabilitation programmes.
SASSETA	Tel: 086 110 2477 Midrand: Tel: (011) 347 0200 KwaZulu-Natal: Tel: (031) 207 1572 E-Mail: callcentre@sasseta.org.za	Safety and Security SETA (SASSETA) funds ex-offenders' learnerships through the discretionary funding window for co-operatives. It provides Co-operatives Education and Support Programme.
Bosasa Job Centre Trust	Gauteng Provincial and Head Office Mogale Business Park 1 Windsor Road Luipaardsvlei Mogale City, 1740 Private Bag 2002 Krugersdorp 1740 Tel: (011) 662 6000 Fax: (011) 662 6138 Email: info@bosasa.com	The Job Centre Trust provides an opportunity to ex-offenders to be re-integrated back into the community, promote accountability, insight into behaviour and personal responsibility, prepare for the economic market, and provide effective skilling and competency building for labour market opportunities. The Job Centre Trust works in collaborative partnerships with concerned industry leaders, the SETAs, NGOs and institutions.



ORGANISATION	CONTACT DETAILS	OBJECTIVE
NICRO NATIONAL OFFICE (Cape Town)	P O Box 10005, Cape Town. 1 Harrington Street, Caledon Square, Cape Town Tel: (021) 462 0017 Website: www.nicro.org.za	Provides comprehensive job intergration services across South Africa. It is the main provider of diversion services for youth in South Africa.
NICRO GAUTENG PROVINCE Soweto Vaal (Vereeniging) Pretoria Germiston	Tel: (011) 986 1020 Tel: (011) 873 6976 Tel: (012) 326 8111 Tel: (016) 422 2233	
NICRO MPUMALANGA Nelspruit	Tel: (013) 755 3540/3745	
NICRO KWAZULU-NATAL Durban Empangeni Pietermaritzburg	Tel: (031) 309 8333 Tel: (035) 772 1574 Tel: (033) 345 4425	
NICRO EASTERN CAPE Port Elizabeth East London	Tel: (041) 582 5555 Tel: (043) 722 4123	
NICRO WESTERN CAPE Cape Town Mitchells Plain	Tel: (021) 422 1690 Tel: (021) 397 6060/1/2	
NICRO NORTHERN CAPE Kimberley	Tel: (053) 831 1715	
NICRO LIMPOPO Polokwane Thohoyandou	Tel: (015) 297 7538/83 Tel: (015) 962 6357	
NICRO FREE STATE Bloemfontein	Tel: (051) 435 6193	



CONTACT DETAILS

Labour Head Office:

Telephone Number(s): (012) 309 4000

Provincial Offices:

Eastern Cape Provincial Office
Free State Provincial Office
Gauteng Provincial Office
KwaZulu-Natal Provincial Office
Limpopo Provincial Office
Mpumalanga Provincial Office
North West Provincial Office
Northern Cape Provincial Office
Western Cape Provincial Office

Telephone Numbers: (043) 701 3128
Telephone Numbers: (051) 505 6200
Telephone Numbers: (011) 853 0300
Telephone Numbers: (031) 366 2000
Telephone Numbers: (015) 290 1744
Telephone Numbers: (013) 655 8700
Telephone Numbers: (018) 387 8100
Telephone Numbers: (053) 838 1500
Telephone Numbers: (021) 441 8000

CONTACT DETAILS: LABOUR CENTRES
(SCAN THE CODE WITH YOUR PHONE)

www.labour.gov.za



“ Register with private
employment agencies ”





employment & labour

Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA