



## THE FEDERAL BONDING PROGRAM Instructions to Job Seekers

The Federal Bonding Program is sponsored by the United States Department of Labor and is to be used as an *incentive* to **encourage employers to hire *qualified*** individuals they might not normally give an opportunity to because of various "risk" factors in the individuals' personal background:

- History of arrest, conviction, incarceration, probation or parole
- History of substance abuse, that has been treated
- Poor credit history i.e. bankruptcy
- Lack of employment history
- Dishonorable discharge from the military
- Anything where honesty might be an issue.

The Federal Bonding Program is *not* a guarantee of hire. As an eligible individual, you will be issued a **Letter of Eligibility** that you will use during your job search and when you go out on job interviews to let the employer know that you are eligible for the Program.

Once an employer *agrees to hire you* and *gives you a firm first day* of work, **the employer** must contact the State Bonding Coordinator. A bond certificate will be issued to be effective your first day of work and continues for the *first six months* of employment. The bond itself will be mailed directly to the employer. It is a fidelity bond that insures the business against stealing by theft, larceny, embezzlement or forgery.

To apply or for further information, please see a staff person or call 410-341-8533 to set up an appointment.