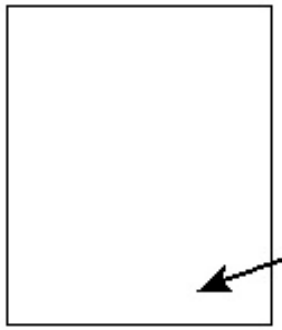
Employment Folder Sample

Federal Bureau of Prisons
ITB Branch 2006

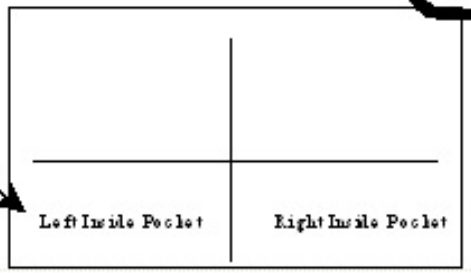
Use basic pocket folder for employment documentation and UNICOR Bond information.



EMPLOYMENT FOLDER

Cover label

UNICOR FEDERAL BONDING PROGRAM
1. **Information Flyer**
2. **Sample Letter to Prospective Employer**

CONTENTS:

1. A Resume
2. Social Security Card
3. Certified Copy of Your Birth Certificate
4. High School Diploma or GED Certificate
5. Vocational Certificates and College Diploma
6. An Education Transcript from each school attended, including prison schools
7. Picture I.D.