

POST-SECONDARY APPLICATIONS



Time Required: 30-45 minutes

Principles:

- Students will employ strategies to achieve future career goals and know where and how to obtain information about the world of work and postsecondary training/education.

Objectives (Students will...):

- Demonstrate knowledge of the postsecondary application process.
- Demonstrate preparedness for postsecondary success.

GOAL: Students will employ strategies to achieve future career goals with success and satisfaction.

Activity Statements: Students will successfully complete application forms and checklists. Each student will develop a “master” document which will include the kinds of personal information most applications require.

Materials:

1. Obtain application for post-secondary education/training institutions and programs and various employment opportunities for students to complete. Have an example of an application that has been poorly completed for both areas (education and employment) as well as blank applications.
2. Checklists to show comparisons of post-secondary education/training institutions to each other and full-time employment opportunities to each other.

Procedures:

1. Present students with copies of improperly completed applications.

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2. Provide students a blank application form (for instructional purposes, use a form that is easy to complete). Section by section, instruct students on all aspects of filling out the sample application correctly.
3. Provide copies of three post-secondary institution applications and three employment applications for students to complete (strive for applications which are formatted in several ways.) Monitor students' completion of the applications and check for their understanding of the process
4. Instruct students to study the application forms and list the personal information required on all forms. From this list students will compile a "master document" of the "generic" information requested.
5. End with a final review of the activity.

Discussion:

1. Show an application that has been poorly completed and ask "What would you do with this application if you were a decision-maker in the admissions office (educational and training programs) or the human resources office (employers)?"
2. Discuss what things are inappropriate to do when completing applications and what to do to correct them.
3. Students complete each section of the application blank and ask clarifying questions.
4. Students will review the information requested and independently complete the applications.
5. Students will develop a "master document" and keep it in a readily accessible place.

Additional Resources:

The Common Application, a general **application** form used by over 150 independent colleges that is available on-line.

<https://www.commonapp.org/CommonApp/default.aspx>

From about.com web sit on Job Applications

http://jobsearch.about.com/od/jobapplications/Job_Applications.htm

The Free **Application** for Federal Student Aid (FAFSA). <http://www.fafsa.ed.gov/>

Extension Activities:

Explore www.CareerCruising.com and/or <http://www.gotocollegenevada.org/> to determine deadlines for post-secondary institutions of your choice and scholarship options.