

JOB APPLICATION



Time Required: 30-45 minutes

Content Standards: Students will understand the relationship between personal qualities, education, training and the world of work.

Indicators (Students will...): Utilize learned skills to complete a job application.

GOAL: Students will understand how to complete a job application.

Activity Statements:

Students will fill out a job application and then discuss the process.

Materials:

Handout 1 *Job Application Information (Place in binder)*

Job Applications from various work sites such as department stores, retail sales, etc. (gather or download previous to lesson). See additional resources for generic sample.

Procedures:

1. Distribute Handout 1 Job Application Information (Place in binder)
2. Review and discuss tips for completing an application.
3. Distribute job applications and have students fill out.
4. Review the process the filling out the application, discuss and answer questions.

Discussion:

1. Review and discuss whole group tips for completing an application.
2. Remind students what the purpose of a job application is: a tool used by employers to gather information about their qualifications, and to compare them to other applicants. The more complete the application, the better chance they have of getting the job.
3. Give each student a job application and allow them time to fill it out. After everyone has finished, review with the students the importance of completing all questions asked. Take a few minutes to ask the student what questions they had difficulty answering.
4. Ask the students what information they needed to have on hand when going to the business to apply for a job.

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Additional Resources:

Sample Employment Application Form

http://www.quintcareers.com/employment_application.pdf

A Job Seeker's Guide to Successfully Completing Job Applications

http://www.quintcareers.com/job_applications.html

About.com: Job Searching How to Complete a Job Application

<http://jobsearch.about.com/cs/jobapplications/a/jobapplication.htm>

Extension Activities:

Students will continue searching for employment and obtain applications and complete as though they have obtained the post-secondary educational levels they set for themselves. This will help students become familiar with the various expectations of employers.

<http://nvcis.intocareers.org/>

Activity:

Students will fill out a Job Application worksheet to learn how to fill one out properly.

Resources:

Lesson Plan – Job Application – sample employment application (link above)