

JOB SEARCH: LESSON PLAN 6
THE JOB APPLICATION

Summary:

Entering incorrect information into a job application can result in missing an opportunity to be interviewed, or being released from a job. Help students to avoid common mistakes and increase their chances of finding a job.

Lesson Objectives:

Students will be able to:

- Explain the preparation needed to apply for a job
- List acceptable ways to apply for a job
- Explain how to complete a job application form
- List common mistakes made on application forms
- List specific things prospective employers look for

Grade Levels: 9 - 12

Time Needed: 1 – 2 50 minute sessions

Resources Needed:

- Copies of **The Job Application...What Do I Need to Know?** Information sheet
- Copies of the **SAMPLE Job Application Form**
- Job application forms from local businesses or the Internet (optional)
- Copies of **10 Ways to Find 20 Employers** handout

Computer Use: Yes, for scanning and saving completed forms

ASCA Mindsets & Behaviors:

- Mindsets:**
1. Belief in development of whole self, including a healthy balance of mental, social/emotional and physical well-being
 2. Self-confidence in ability to succeed
 5. Belief in using abilities to their fullest to achieve high-quality results and outcomes

Behaviors:

Learning Strategies

3. Use time-management, organizational and study skills
4. Apply self-motivation and self-direction to learning
5. Apply media and technology skills

Self-Management Skills

3. Demonstrate ability to work independently
5. Demonstrate perseverance to achieve long- and short-term goals
7. Demonstrate effective coping skills when faced with a problem
8. Demonstrate the ability to balance school, home and community activities
10. Demonstrate ability to manage transitions and ability to adapt to changing situations and responsibilities

Social Skills

1. Use effective oral and written communication skills and listening skills

2. Create positive and supportive relationships with other students
3. Create relationships with that adults that support success
6. Use effective collaboration and cooperation skills
7. Use leadership and teamwork skills to assert self, when necessary
8. Demonstrate advocacy skills and ability to assert self, when necessary
9. Demonstrate social maturity and behaviors appropriate to the situation and environment

Overview:

Job applications which are messy, incomplete or completed incorrectly significantly decrease an applicant's chances of finding a job. The focus of this lesson is to help students avoid common mistakes and complete a standard job application correctly and completely, increasing their chances of finding a job.

Activator:

Facilitate a class discussion on student experiences in applying for job. Use your own experience to provide examples. Emphasize the importance of accurately and neatly completing job applications.

Activity:

1. Divide the class into groups of two or three students and instruct each group to brainstorm a list of the information they would want to know about a potential employee.
2. Ask each group to share their ideas while you list them on the board.
3. Facilitate a class discussion regarding the types of questions it is illegal for an employer to ask (e.g: do you plan to have children?)
4. Distribute the information sheet entitled **The Job Application...What Do I Need to Know?** along with the **SAMPLE Job Application Form** and any local job application forms you've collected.
5. Review the application forms and discuss the information which appears on the forms but not on the students' lists.
6. Facilitate a class discussion regarding the following:
 - a. How can you get applications for a job?
 - b. What type of jobs might only require an application and an interview?
 - c. What else might be required? (cover letter, resume, letters of reference, etc.)
 - d. If the option is available, is it better to fill out the application at home or at the place of employment?
 - e. If you choose to complete it at the place of employment, what information will you need to have with you?
 - f. If you choose to fill it out at home, what would be the benefit of making an extra copy and 'practicing' first?
7. Review and discuss **The Job Application...What Do I Need to Know?** information sheet and allow ample time for students to complete the **SAMPLE Job Application Form**, assisting as needed.

Wrap Up:

1. Tell the students that they are, as a class, going to see how much they remember as a review for the lesson. Use the handout as a reference, and ask the students to take turns providing answers for the following topics:
 - a. List specific things to remember when completing a job application form.
 - b. List specific Information required on the job application.
 - c. List common mistakes to avoid on a job application.
 - d. List specific things employers can tell by looking at a job application.
2. Encourage students to scan and save their **SAMPLE Job Application Form** in their online portfolio.
3. Distribute the **10 Ways to Find 20 Employers** handout for students to reference when they look for jobs on their own.

Follow-Up Options:

1. Throughout the school year, take time to revisit this topic and ask students to share any recent job application experiences they've had. Have they been successful?



THE JOB APPLICATION...What Do I Need to Know?

Name: _____

Date: _____

How to Complete a Job Application Form:

If the Job Application is a paper application:

1. Be aware how you look when you go to pick up and/or drop off a completed job application. You never know if someone like the person doing the hiring will want to visit with you at that time. Be ready by being dressed appropriately and by being neat and clean.
2. Read carefully, follow directions, and write neatly. Each application you complete is the first sample of your work that employers will see.
3. Use black ink (unless otherwise indicated).
4. Complete a rough copy first and correct all the errors before completing the actual copy.
5. Answer all questions and write in every space provided. If a question does not apply to you, write "N/A" (not applicable).
6. Be as specific as possible in identifying the "position desired."
7. Write in "scale" where you are asked for "salary desired;" this means that you expect to be paid what other workers in similar positions earn.
8. DO NOT WRITE your social security number on your application. This is something you will give a potential employer upon being hired.
9. Be positive. Do not volunteer negative experiences.
10. Be honest.

If the Job Application is an online application:

1. Read carefully and follow directions. Each application you complete is the first sample of your work that employers will see.
2. Answer all questions and type in every space provided. If a question does not apply to you, type "N/A" (not applicable)
3. Be as specific as possible in identifying the "position desired."
4. Type in "scale" where you are asked for "salary desired", this means that you expect to be paid what other workers in similar positions earn.
5. DO NOT TYPE your social security number on your application. This is something you will give a potential employer upon being hired.
6. Be positive. Do not volunteer negative experiences.
7. Be honest.

What Information is Required on the Job Application?

Gather the information and materials needed to complete your job application. Much of the information you need is on your resume. Make sure you have the following available when completing a job application:

1. Current and previous addresses.
2. Educational information – grade school to present, names and addresses, diplomas earned, dates you attended institutions, subjects in which you excelled.
3. Work experience – past jobs and responsibilities; names, addresses, and phone numbers of past employers; dates of employment; job responsibilities; wages earned; names of supervisors; reasons for leaving each job; military experience and volunteer work.
4. Business and machine operation skills.
5. Special certificates, licenses, professional organizations and other business-related documents, honors, and achievements that could give you an advantage.
6. A list of references – include names, job titles, company names, addresses, and telephone numbers.
7. Copies of your resume – attach your resume to any completed job application with a paper clip (if submitting a paper job application).

Avoid These Common Mistakes on a Job Application:

1. Misspelled words
2. ~~Crossed-out~~ writing (if submitting a paper job application)
3. Folded or wrinkled form (if submitting a paper job application)
4. Incomplete work history
5. Submitted after deadline
6. No signature, incomplete or unanswered items
7. Failure to print where asked to print. (don't use cursive if asked to "print")

What do Employers Look for in a Job Application?

Most employers require applicants to complete a job application. The job application gives the employer facts about you that can be kept on file. The information you provide and how well you present the information indicates to an employer the following:

- Your ability to follow instructions
- Your character
- Your achievements
- Your ability to hold a job
- Your thoroughness

After completing a job application, you may or may not get an interview. The outcome could depend on how well you completed the form.

SAMPLE Job Application Form

Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form.

PERSONAL INFORMATION:

First Name _____ Middle Name _____ Last Name _____

Street Address _____

City, State, Zip Code _____ Phone Number (____) _____

Are you eligible to work in the United States? Yes ___ No ___

If you are under age 18, do you have a work/employment/age certificate? Yes ___ No ___

Have you been convicted of, or pleaded no contest to a felony within the last five years? Yes ___ No ___

If yes, please explain:

POSITION/AVAILABILITY:

Position Applied For _____

Days Available: Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday ___ Sunday ___

Hours Available: from _____ to _____ What date are you available to start work? _____

EDUCATION:

Name and Address of School	Degree/Diploma	Graduation Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Skills and Qualifications: Licenses, Skills, Training, Awards

EMPLOYMENT HISTORY:

Present or Last Position: _____

Employer: _____

Address: _____

Supervisor: _____

Phone: _____ Email: _____

Position Title: _____ From: _____ To: _____

Responsibilities: _____

Salary: _____

Reason for Leaving: _____

=====

Previous Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____ Email: _____

Position Title: _____ From: _____ To: _____

Responsibilities: _____

Salary: _____

Reason for Leaving: _____

May We Contact Your Present Employer?

Yes _____ No _____

References:

Name/Title Address Phone

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature _____

Date _____



10 WAYS TO FIND 20 EMPLOYERS

Networking

Talk to the people you know. Ask your family, friends, relatives, teachers, neighbors, classmates, and counselors if they know of any employers who hire people for your occupation. Referrals land more jobs than other method.

Community Agencies

If you are a veteran, woman, minority, a teenager, a senior citizen, disabled, ex-offender, or handicapped, you have dozens of community agencies that would like to help you find out who they are. Contact your city government, Job Service office, church, synagogue, or public library for information.

Job Fairs

The Chamber of Commerce, Job Service, colleges, business associations, large corporations, and high schools often sponsor job fairs or career days. Look for announcements in the newspaper or call to see when job fairs are being scheduled. At these fairs you'll get to meet employers, learn about their companies, and see where you might fit in.

Job Service

There are about 2,000 state employment offices around the United States. They help job hunters find employment, and they help employers find workers. You can check the computerized Job Bank to see what job opportunities are available. You can also discuss your goals with a trained staff member who will provide counseling and arrange interviews with employers.

Newspaper Want Ads

The help-wanted section of your newspaper can be used to spot the job you're looking for. It can also be used to spot which companies are hiring. Don't be afraid to approach a company that's hiring. It doesn't matter that they aren't advertising for your particular occupation. What matters most is that they are hiring people.

Trade Directories

If you're looking for a job in a specific industry, go to the library and ask the librarian to help you find the trade directories. Directories list all the businesses in a certain industry. There are directories for hospitals, publishers, banks, department stores, computer companies, and just about any other industrial group you can think of. Practically every occupation has its own trade journal or magazine. There's a journal for nurses, teachers, writers, bankers, lawyers auto mechanics, engineers, and so on. Check your library to see if they subscribe to a trade journal for your occupation. Most have a help-wanted section.

State Indexes

Most states publish indexes of all the registered businesses in their state. The index to manufacturers would list all of the textile, plastics, computer, appliance, and other manufacturers. The index to retail firms would list all the department stores, pharmacies, restaurants, gas stations, and other retailers. The index to service firms would list all the banks, barber shops, hospitals, law firms and so on. Check your library to see if your state publishes indexes of the businesses in your state.

Local Businesses

If you want a job in your own hometown, check the membership lists of your local Chamber of Commerce. You might also check with your city or county government for a list of businesses in your neighborhood.

Yellow Pages

The Yellow Pages is another good place to check for prospective employers. You can search for it online. You will get a cross-sectional view of all the businesses in your area, plus a breakdown of businesses by their specialty (beautician, auto repair, veterinarian, and the like).

Internet

Whether you are looking for a job locally, nationally, or internationally, the internet has thousands of job banks and employer information. Many companies list employment opportunities on their homepage. Search by company, location or job title to find the many sites available to you.

Why 20 Employers?

It's a numbers game. If you market yourself to 20 employers at one time, you should land one job interview. Statistically, you should expect a five to six percent success rate. Five percent of 20 employers is one. Market yourself to less than 20 employers and your success rate will be less than one.