


Class Level: 3	Topic: Personal Information	Estimated Class Length: 3hrs	Date:
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Lesson Objectives:

- **Identify job application vocabulary**
- **Working in a group**
- **Filling in a job application**

Language Skill Proficiency:

- Speaking
- Listening
- Reading
- Writing

 **Materials and Equipment:**

- LCD Projector/Document camera and laptop
- White Board
- Various blank job applications
- Worksheet *Top Tips for Completing Application Forms*
- Tip: This lesson should be done only after lessons in job identification and skills have been done

Activity Plan

Warm Up: Write the following questions on the board: 1. “How did you or a family member find a job in the USA?” 2. Did you/they have to fill in a job application? 3. Did you fill it in on your own or did someone help you? Divide students into pairs. Ss share response with each other. Ask pairs or a few pairs to share their partner’s response to question 1 with the class.

Introduction: Tell Ss that today’s class will focus on filling in job applications. Ask pairs or a few pairs to share their partner’s response to questions 2 & 3 with the class.

Presentation: Ss watch the following video: <https://www.youtube.com/watch?v=xyFIWaLR6wI> Play the video again and pause after each tip and ask a student to read each tip out loud and ask class if there are any words that they do not understand and discuss meaning of words. As an alternative you may print off the worksheet and go through the worksheet with your students. It is taken directly from the video.

Practice: Divide students into groups of 3 and give each group one job application. The group must read through the job application and identify any words that they do not understand and write them on the board. Teacher will go over meaning of words with the whole class.

Practice: Groups will complete a job application with teacher’s help where needed. Groups present job application to the class on LCD Projector.

Evaluation: Ss fill in a generic job application.

Extension Activities:

- Students complete an online job application
- Have Ss write a cover letter to go with the job application

Top Tips for Completing Application Forms by TheEmployable Movement

The following was captured from the video. Depending on your class level you may want to modify the words in **red**.

1. Plan Your Time
 - Many of the questions are as detailed as you would get in a face to face interview
 - Therefore **preparation** and planning is key.
2. There is no **rush** to get it right 1st time
3. Copy the original form
 - Photocopy your form
 - Complete a draft version first
 - Don't send your application off with lines **scored through**, with **tippex** marks or even with coffee stains...It does happen!
4. Read the Instructions **thoroughly**
 - Before you even **contemplate** answering anything it is absolutely **critical** that you read all the instructions.
5. Check when the closing date is and **adhere** to it.
 - If you are asked to complete all sections, then do just that.
 - For online applications in **particular**, leaving certain fields blank may mean that you don't get through to the next **stage** in the process, **irrespective** of the content of the rest of your form.
6. Pay attention to detail
 - Spelling and grammar is critical.
 - Use a spellcheck function first or get someone else to check over your form
 - Using a handwritten form? Make sure your handwriting is neat and easily **legible**.
7. Be accurate (check and check again)
 - Are your employment dates correct?
 - Are your grades correct?
 - Are your contact details correct?
8. Use the job description
 - Identify the key skills and qualities that the employer is looking for
 - Make sure that your answers are clearly **demonstrating** that you possess these.
 - Many companies use **keyword** searches on application forms as a means of **shortlisting**
 - qualities skills use **buzz** words
9. Justify the “Why “ questions when questions like come up
 - Why do you want to work for us?
 - Why should we employ you?
 - Show you have done your company **research**. Give specific **reasoning** proving that you are interested in them, not just applying for any job.
10. Copy your completed form
11. If you are invited for interview, you might need to be able to remember what you told the employer.
12. And finally one more thing.....Good Luck!

Sample Employment Application Form

PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE

APPLICATION FOR EMPLOYMENT

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-4.

DATE _____

Name _____

Last
First
Middle
Maiden

Present address _____

Number
Street
City
State
Zip

How long _____ Social Security No. _____ - _____ - _____

Telephone (____) _____

If under 18, please list age _____

Position applied for (1) _____
 and salary desired (2) _____
 (Be specific)

Days/hours available to work
 No Pref _____ Thur _____
 Mon _____ Fri _____
 Tue _____ Sat _____
 Wed _____ Sun _____

How many hours can you work weekly? _____ Can you work nights? _____

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When available for work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

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APPLICATION FOR EMPLOYMENT

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

Work Experience Please list your work experience for the **past five years** beginning with your most recent job held.
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your Last Job Title		

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Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact your present employer? Yes No

Did you complete this application yourself Yes No

If not, who did? _____

Employment Application Form

Application Date _____

Interview Date _____

General Information

Last Name _____ First Name _____ Initial _____ Social Security No. _____

Address _____ Home Telephone _____

City, State, Zip _____ Message Telephone _____

Position Applied For _____ Salary Desired _____

Date Available _____ Hours Available _____
 FULLTIME PARTIME TEMPORARY PERMANENT

Are you able to perform the essential job functions of the position you are applying with or without reasonable accommodations? YES NO
If hired, will you be able to work overtime? YES NO

Are you at least 18 years of age? YES NO
If under 18, do you have a work permit? YES NO

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by court? A yes response does not automatically disqualify your application. If yes, please explain. YES NO

Education Information

School _____ Address _____ Major Studies _____ Degree, Diploma, License or Certificate (list type and date) _____

High School _____

Vocation/Business/Other _____

College/university _____

College/university _____

Graduate _____

Other Special Knowledge, Skills or Qualifications (list any construction or manufacturing equipment, office skills, technical equipment or training) _____

Military Service (list dates, ranks and training) _____

For Clerical Applicants Only:

Do you type? NO YES: _____ WORDS PER MINUTE

Computer Skills (hardware/software) _____

Employment History

List all employers, starting with the most recent position. All information must be completed. You may attach a resume, but not in place of completing the required information.

Most Recent Employer Is this your current employer? NO YES May we contact this employer for references? NO YES

Employed From Employed To Job Title Starting Salary Ending Salary

Employer Name Employer Address Supervisor's Name Supervisor's Phone

Job Duties and Responsibilities

Reason for Leaving

Next Most Recent Employer

Employed From Employed To Job Title Starting Salary Ending Salary

Employer Name Employer Address Supervisor's Name Supervisor's Phone

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Job Duties and Responsibilities

Reason for Leaving

Other Information

Volunteer Activities (list organization, type of service, dates)

Hobbies, Interests (optional)

Certification and Authorization

The above information is true and correct.

I authorize the Company to inquire into my education, past employment history, and references as needed to research my qualifications for this position.

If employed, I will be required to provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for the completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

Signature

Date