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=xyFlWaLR6wI 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 *The Employable 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 your 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

APPLICATION FOR EMPLOYMENT

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-4.

Name

________________________

________________________

________________________

________________________

Present address

________________________

________________________

________________________

How long

________________________

Social Security No. __________ – _______ – _______

Telephone ( )

If under 18, please list age _________________

Position applied for (1) __________________________

and salary desired (2) __________________________

(Be specific)

No Pref __________ Thu __________

Mon __________ Fri __________

Tue __________ Sat __________

Wed __________ Sun __________

Days/hours available to work

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? _________________

<table>
<thead>
<tr>
<th>TYPE OF SCHOOL</th>
<th>NAME OF SCHOOL</th>
<th>LOCATION (Complete mailing address)</th>
<th>NUMBER OF YEARS COMPLETED</th>
<th>MAJOR &amp; DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
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</tr>
<tr>
<td>College</td>
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<tr>
<td>Bus. or Trade School</td>
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<tr>
<td>Professional School</td>
<td></td>
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</tbody>
</table>

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. ____________________________

__________________________

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE.
DO YOU HAVE A DRIVER’S LICENSE?  ___ Yes  ___ No

What is your means of transportation to work? ____________________________________________

Driver’s license number ________________ State of issue ______  __ Operator  __ Commercial (CDL)  __ Chauffeur
Expiration date __________________________

Have you had any accidents during the past three years?  How many? __________
Have you had any moving violations during the past three years?  How Many? __________

**OFFICE ONLY**

<table>
<thead>
<tr>
<th>Typing</th>
<th>_ Yes</th>
<th>_ No</th>
<th>__ WPM</th>
<th>_ Yes</th>
<th>Word</th>
<th>_ Yes</th>
<th>__ WPM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td>_ Yes</td>
<td>_ PC</td>
<td></td>
<td></td>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer</td>
<td>_ No</td>
<td>_ Mac</td>
<td></td>
<td></td>
<td>Skills</td>
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</tbody>
</table>

Please list two references other than relatives or previous employers.

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Position</td>
<td>Position</td>
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<tr>
<td>Company</td>
<td>Company</td>
</tr>
<tr>
<td>Address</td>
<td>Address</td>
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</table>

Telephone ( )  Telephone ( )

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.
# 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

<table>
<thead>
<tr>
<th>Specialty</th>
<th>Date Entered</th>
<th>Discharge Date</th>
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## 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.

<table>
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<th>Name of employer</th>
<th>Name of last supervisor</th>
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**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.

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<td>From</td>
<td>Start</td>
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<td></td>
<td>To</td>
<td>Final</td>
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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

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  ☐ TEMORARY  ☐ PERMANENT

Are you able to perform the essential job functions of the position you are applying for 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

<table>
<thead>
<tr>
<th>Employed From</th>
<th>Employed To</th>
<th>Job Title</th>
<th>Starting Salary</th>
<th>Ending Salary</th>
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<tbody>
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- **Employer Name**
- **Employer Address**
- **Supervisor’s Name**
- **Supervisor’s Phone**

- **Job Duties and Responsibilities**

- **Reason for Leaving**

### Next Most Recent Employer

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- **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