Lesson Objectives:
- Identify dos/don’ts for completing job applications
- Complete basic job application
- Perform time-reading exercise

Language Skill Proficiency:
- Speaking
- Listening
- Reading
- Writing

Materials and Equipment:
- Application Language Quiz
- Completed Job Application (with errors)
- Blank Job Applications
- Timed Reading: Looking for a Job
- The 9 Best Tips for Submitting an Online Job Application (optional)

Activity Plan

Warm Up: Provide Ss with a copy of the Application Language Quiz. Have Ss take the quiz in small groups of 3-4 Ss. Go over answers as a class. Which group got the most right?

Introduction: Have a class discussion about job applications. Ask Ss to share the kinds of things they have seen on application forms that they have filled out in the past. Explain to Ss that today’s class will focus on job applications and will conclude with a timed-reading exercise.

Presentation: Discuss as a class the dos/don’ts of completing job applications. Make a list on the board.

Practice: Provide Ss with completed job application (with errors). Ask Ss if they would hire this applicant based on her job application—why/why not? Stress to Ss that a poorly filled out application can cause a person to not get a call back from an employer. Have Ss work in pairs and go through the application circling errors. See which set of Ss can find the most errors. Go over as a class. Return to the list of the dos/don’ts of completing job applications on the board. Ask Ss if there are any points they would like to add to the list based on their review of the application.

Practice: Provide Ss with blank job application. Have Ss complete on their own. Circulate to assist. As Ss complete applications, have them exchange with other Ss who have also finished. Have Ss give one another feedback on the applications. NOTE: Both basic and advanced job applications accompany this lesson and can be used based on the level of Ss.

Practice: Have Ss clear their desks (including dictionaries). Explain that they will be doing a timed-reading assignment. They will have a set time limit (ex. 10 minutes) to read questions, scan the text and record answers. Go over tips for competing timed reading exercises. Examples include: Always read questions first; Make sure you completely understand what questions are asking; Don’t leave questions blank, guess on those you don’t know; Be aware that questions and/or answers (in multiple choice) may be paraphrased and not the exact wording found in the text; and, If the question asks for the main idea, look at the first and last sentences to help find answer. Have Ss complete Timed Reading: Looking for a Job within a set time period. Go over answers as a class.

Evaluation: Upon leaving, have each S state a tip for completing job applications.

Extension Activity:
- Provide Ss with The 9 Best Tips for Submitting an Online Job Application and review as a class. Have Ss practice doing online applications at http://www.experienceworks.org/site/PageServer?pagename=Practice_Online_application
Quiz: Application Language

Select the correct answer.

1. How do you know this person? (teacher, boss) (example)
   a. relationship
   b. skill
   c. temporary job
   d. shift

2. on time, not late
   a. duties
   b. punctual
   c. skill
   d. overtime

3. other jobs you had
   a. experience
   b. aptitude
   c. skill
   d. training

4. someone who will say good things about you
   a. residence
   b. duties
   c. skill
   d. reference

5. from your country (Iranian, Lao, Ethiopian)
   a. reference
   b. alien
   c. citizenship
   d. residence

6. not an American, not from this country
   a. reference
   b. alien
   c. citizenship
   d. residence

7. how much money a company pays
   a. salary
   b. duties
   c. shift
   d. aptitude

8. work more than 40 hours in one week
   a. overtime
   b. hire
   c. shift

9. time you work (days, evenings, nights)
   a. overtime
   b. hire
   c. shift
   d. benefits

10. paid vacations, sick leave, insurance
    a. aptitude
    b. salary
    c. overtime
    d. benefits

11. something you learned to do (cook, build a table)
    a. skill
    b. aptitude
    c. experience
    d. duties

12. when you can start work (for example, ASAP)
    a. permanent
    b. date available
    c. temporary
    d. punctual

13. you go to jail
    a. benefits
    b. personal interest
    c. felony conviction
    d. experience

14. address
    a. permanent
    b. temporary
    c. reference
    d. residence

15. how you learned skills for a job
    a. aptitude
    b. benefits
    c. training
    d. skill

16. a short time
    a. experience
    b. temporary
    c. skill
    d. permanent

17. to give somebody a job
    a. hire
    b. shift
c. skill
d. quit

18. longtime job (not temporary)
a. experience
b. overtime
c. skill
d. permanent

19. what you do on your job
a. hire
b. training
c. duties
d. skill

20. a problem with your body (bad eyes, bad hearing)
a. personal interest
b. aptitude
c. relationship
d. physical limitation

21. the boss tells you to leave; he has a problem with your work
a. quit
b. fired
c. laid off
d. hire

22. you tell the boss you are leaving your job
a. quit
b. fired
c. laid off
d. hire

23. there is not enough work; some people must leave
a. quit
b. fired
c. laid off
d. hire

24. a talent, something you can do very well
a. personal interest
b. experience
c. training
d. aptitude

25. something you like to do
a. personal interest
b. experience
c. training
d. aptitude
Employer: Burger King From: 7/04 To: Present

Address: Hwy. 78 Lilburn Ga

Job Title: Drive-thru Wages: $7.50

Duties Performed: take orders, cashier, front counter

Supervisor: Rob Title: Mgr. Phone: (7)972-2931

Reason For Leaving: N/A

EDUCATION:

High School: Central Gwinett L’vile Name of School

Type of Diploma: Technical Date of Graduation: May

Technical School: Maxwell L’vile Name of School

Program or Major: Fixing hair Dates: 8/04-5/05 Degree: Technical

College: Plan to attend Gwinett Tech Collage, L’vile Name of School

Program or Major: Cosmatology Dates: 9/05 Degree: Diploma

REFERENCES: (Exclude Relatives and Friends)

Name: Larry Smith Occupation: brother
Address: 785 Madison Ct. Phone: (7)498-6132

Name: Mrs. Irene Muse Occupation: teacher
Address: Maxwell L’vile, Ga Phone: (7)963-6838

Name: Louis Occupation: waiter
Address: Pleasant Hill Lilburn 30047 Phone: don't no

PLEASE READ AND SIGN BELOW: I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any false information could result in immediate termination. I have read and understand this agreement.

Marie Smith

Signature of the Applicant Date signed
APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE OF APPLICATION:__________________________

Name: ___________________________________________________________________________

Last    First    Middle

Address: ______________________________________________

Street (Apt) City/State Zip

Alternate Address: ______________________________________

Street City/State Zip

Contact Information: ______(_____)________________(____)_____________________

Home Telephone Mobile Telephone Email

How did you learn about our company?

POSITION SOUGHT: ____________________________ Available Start Date:_________________

Desired Pay Range: ____________________________ Are you currently employed? ___________

Hourly or Salary

EDUCATION

<table>
<thead>
<tr>
<th>Name and Location</th>
<th>Graduate? – Degree?</th>
<th>Major / Subjects of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td></td>
<td></td>
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<tr>
<td>College or University</td>
<td></td>
<td></td>
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<tr>
<td>Specialized Training, Trade School, etc…</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Education</td>
<td></td>
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</tr>
</tbody>
</table>

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________
## PREVIOUS EXPERIENCE

Please list beginning from most recent

<table>
<thead>
<tr>
<th>Dates Employed</th>
<th>Company Name</th>
<th>Location</th>
<th>Role/Title</th>
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Job notes, tasks performed and reason for leaving:

_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

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Job notes, tasks performed and reason for leaving:

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_________________________________________________________________________________________
_________________________________________________________________________________________

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<tbody>
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</tr>
</tbody>
</table>

Job notes, tasks performed and reason for leaving:

_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
APPLICATION FOR EMPLOYMENT
State of North Carolina

INSTRUCTIONS TO APPLICANTS
TO BE CONSIDERED FOR STATE EMPLOYMENT, YOU MUST ANSWER ALL QUESTIONS AND COMPLETE ALL SECTIONS OF THIS APPLICATION FORM.

THE STATE EMPLOYS ONLY US CITIZENS OR ALIENS WHO CAN PROVIDE PROOF OF IDENTITY AND WORK AUTHORIZATION WITHIN 3 WORKING DAYS OF EMPLOYMENT. MALES SUBJECT TO MILITARY SELECTIVE SERVICE REGISTRATION MUST CERTIFY COMPLIANCE TO BE ELIGIBLE FOR STATE EMPLOYMENT (G.S. 143B-421.1). SEE AVAILABILITY BLOCK.

WHEN COMPLETING THIS APPLICATION, PLEASE MAKE SURE YOU

- COMPLETE THE SECTION FOR EQUAL OPPORTUNITY INFORMATION.
- APPLY FOR ONE VACANCY PER APPLICATION.
- IF YOU ARE A RIF APPLICANT WITH PRIORITY - PLEASE CHECK THE APPROPRIATE BOX.
- GIVE COMPLETE INFORMATION ON YOUR EDUCATION AND WORK HISTORY (“SEE RESUME” IS NOT ACCEPTABLE).
- LIST SEPARATELY EACH JOB HELD AND YOUR DUTIES FOR EACH POSITION WHEN YOU WORKED FOR ONE EMPLOYER AND HELD MORE THAN ONE POSITION.
- AS YOU DESCRIBE YOUR WORK HISTORY, MAKE SURE YOU HIGHLIGHT YOUR COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES AND WORK BEHAVIORS) WHICH DEMONSTRATE YOUR QUALIFICATIONS FOR THE POSITION FOR WHICH YOU ARE APPLYING.
- PROVIDE ONLY THE LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER.
- CHECK FOR ACCURACY, SIGN AND DATE YOUR APPLICATION.

THANK YOU FOR YOUR INTEREST IN STATE GOVERNMENT. NORTH CAROLINA WANTS TO FIND THE BEST QUALIFIED PEOPLE AVAILABLE TO SERVE ITS CITIZENS. ALTHOUGH EVERYONE WHO APPLIES CANNOT BE HIRED, YOUR APPLICATION WILL BE GIVEN EVERY CONSIDERATION.

PD 107 (REV 06/2009)

Equal Opportunity Information
State Government policy prohibits discrimination based on race, sex, color, creed, national origin, age or disability. Sex, age or absence of disability is a bona fide occupational qualification in a small number of State jobs. The information requested below will in no way affect you as an applicant. Its sole use will be to see how well our recruitment efforts are reaching all segments of the population.

Date of Birth
(Month) (Day) (Year)

Gender

□ Male □ Female

DISABILITY: “Disability means, with respect to an individual: (1) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (2) a record of such an impairment; or (3) being regarded as having such an impairment” (Americans with Disabilities Act of 1990). Persons without a disability should check item A. The reporting of a disability is strictly VOLUNTARY. Persons with disabilities who DO NOT WISH to report their disabilities should check item A. Information reported on this form will be kept confidential as required by State law. Public disclosure of this information without your consent would be a violation of G.S. 126-27.

ETHNIC GROUP
1. □ White (non-Hispanic)
2. □ Black (non-Hispanic)
3. □ Hispanic (Mexican, Puerto Rican, Cuban, Central or South American, other Spanish origin regardless of race)
4. □ Asian (including Pacific Islander)
5. □ American Indian (including Alaskan native)

A □ None/Prefer not to report
B □ Blind or severely visually impaired
C □ Deaf or severely hearing impaired
D □ Loss of limited use of arms and/or hands
E □ Non-ambulatory (must use wheelchair)
F □ Other orthopedic impairment (including amputation, arthritis, back injury, cerebral palsy, spina bifida, etc.)
G □ Respiratory impairment
H □ Nervous system/Neurological disorder
I □ Mentally restored
J □ Mental retardation
K □ Learning disability
L □ Others (heart disease, diabetes, speech impairment)
M □ Other (please specify)
## APPLICATION FOR EMPLOYMENT

### STATE OF NORTH CAROLINA

**Date of Application**

### Last 4 digits of Social Security No. **Last Name** **First Name** **Middle Name**

**Address (Street number and name)** **City** **County**

**State** **Zip Code** **Phone (Home or where you can be reached)** **Business Phone**

### Availability

- **Do you now work for the State of NC?**
  - [ ] YES
  - [ ] NO

**Are you a layoff candidate with the State of N.C. eligible for RIF priority reemployment consideration as described by GS 126?**

- [ ] YES
- [ ] NO

**Notification Date:**

**Are you related by blood or marriage to any person now working for the State?**

- [ ] YES
- [ ] NO

If yes, give name, relationship to you and the agency where employed:

### Military Service

- **Have you served honorably in the Armed Forces of the United States on active duty for reasons other than training?**
  - [ ] YES
  - [ ] NO

- **Do you wish to declare a service-connected disability?**
  - [ ] YES
  - [ ] NO

- **At the time of this application, are you the surviving spouse or dependent of a deceased veteran who died from service-related reasons?**
  - [ ] YES
  - [ ] NO

- **Do you wish to declare eligibility for veterans preference as the spouse of a disabled veteran?**
  - [ ] YES
  - [ ] NO

**Give dates of your (or spouse’s) qualifying active military service:**

- **Entered:**
- **Separated:**
- **Branch:**
- **Rank:**

### AGENCY USE ONLY:

- **ELIGIBILITY FOR VETERAN’S PREFERENCE:**
  - [ ] YES
  - [ ] NO

- **CHECK the types of work you will accept:**
  - [ ] 1. Permanent full-time
  - [ ] 2. Permanent part-time
  - [ ] 3. Temporary full-time
  - [ ] 4. Temporary part-time
  - [ ] 5. Any of the preceding
  - [ ] 6. Work involving Travel
  - [ ] 7. Shift or Split Shift Work

**If you are not available for work now, enter the earliest date you could begin work (mo/day/yr.)**

**Will you accept work anywhere in N.C.?**

- [ ] YES
- [ ] NO

(If no, list below the counties in which you would be willing to work.)

1. 
2. 
3. 
4. 
5. 

### Job Applied For

**Enter below the specific title and vacancy number of the job for which you are applying.**

- **Job Title:**
- **Vacancy Number:**

### Referral Source

**Please indicate your referral source:**

If you were referred by the Employment Security Commission (Job Service) please indicate which local office:

### Education

**Circle highest grade completed:**

- [ ] 1
- [ ] 2
- [ ] 3
- [ ] 4
- [ ] 5
- [ ] 6
- [ ] 7
- [ ] 8
- [ ] 9
- [ ] 10
- [ ] 11
- [ ] 12
- [ ] GED
- [ ] College
  - [ ] 1
  - [ ] 2
  - [ ] 3
  - [ ] 4
- [ ] Graduate School
  - [ ] 1
  - [ ] 2
  - [ ] 3
  - [ ] 4

**Under S/Q Hrs., list the hours of credit received and if they were semester (S) or quarter (Q) hours.**

**Schools**

<table>
<thead>
<tr>
<th>Name and Location</th>
<th>Dates Attended (mo/yr)</th>
<th>Grad?</th>
<th>S/Q Hrs.</th>
<th>Major/Minor Course Work</th>
<th>Type of Degree Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td></td>
<td>YES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College(s)</td>
<td></td>
<td>YES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University(s)</td>
<td></td>
<td>YES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate or Professional</td>
<td></td>
<td>YES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other educational, vocational school, internships, etc.</td>
<td></td>
<td>YES</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Special training programs and seminars you have completed in the last five years (list):**

**If the job(s) applied for calls for specific courses, indicate those courses taken and credits received:**

### Current professional status

**(List fields of work for which you have been registered)**

<table>
<thead>
<tr>
<th>Registration</th>
<th>State</th>
<th>No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>State</td>
<td>No.</td>
</tr>
</tbody>
</table>

**Membership in professional, honorary, or technical societies (list):**

**DO NOT COMPLETE THIS BLOCK**

- [ ] HAVE BEEN VERIFIED
- [ ] WILL BE VERIFIED WITHIN 90 DAYS (G.S. 126-30)

**Person Responsible:**
### Licenses and certifications (List, giving dates and sources of issuance):

**SKILLS**

**CHECK the following skills, experiences, etc., which you have:**

- [ ] Driver’s License
- [ ] Chauffeur’s License
- [ ] Car for use at work
- [ ] Sign Language
- [ ] Foreign language (specify)
- [ ] Adding Machine/calculator
- [ ] Typing (specify WPM)
- [ ] Shorthand/speedwriting (specify WPM)
- [ ] Legal transcription
- [ ] Medical transcription
- [ ] Braille
- [ ] Word Processing
- [ ] Other

### WORK HISTORY

(include volunteer experience) Use additional sheets if necessary. As you describe your work history experiences, make sure you highlight your competencies which demonstrate your qualifications for the position for which you are applying.

<table>
<thead>
<tr>
<th>Current or Last Employer:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Supervisor’s Name</td>
</tr>
<tr>
<td>Date Employed (mo/yr)</td>
<td>Starting Salary $ per</td>
</tr>
<tr>
<td>Date Separated (mo/yr)</td>
<td>List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:</td>
</tr>
</tbody>
</table>

**Full Time** Years Months

**Part Time** Years Months

If part time, number of hours worked per week:

Employer:  
Address:  
Job Title:  
Supervisor’s Name | Telephone Number | No. Supervised by you:  
Date Employed (mo/yr)  
Starting Salary $ per | Ending or Current Salary $ per | Reason for Leaving  
Date Separated (mo/yr)  
List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:  
**Full Time** Years Months

**Part Time** Years Months

If part time, number of hours worked per week:

Employer:  
Address:  
Job Title:  
Supervisor’s Name | Telephone Number | No. Supervised by you:  
Date Employed (mo/yr)  
Starting Salary $ per | Ending or Current Salary $ per | Reason for Leaving  
Date Separated (mo/yr)  
List major duties that demonstrate your competencies related to the position for which you are applying in order of their importance in the job:  
**Full Time** Years Months

**Part Time** Years Months

If part time, number of hours worked per week:

I certify that I have given true, accurate and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed, and (or) criminal action. I further understand that dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet position qualifications (Authority: G.S. 126-30, G.S. 14-122.1.)

Signature of Applicant (unsigned applications will not be processed)  

Date
Looking for a Job

Are you looking for a job? More and more people are looking for work. Also, more people are changing jobs as job markets change. How do you find out about new jobs? Besides the local newspaper, there are many places to check for more information on possible jobs.

Public libraries in most towns and cities have information about jobs and different careers. This information includes lists of local, state, and federal government job opportunities. The information tells you how to apply for the jobs.

Government offices provide services in locating jobs. Federal, state, and local governments offer many civil service job opportunities. Civil service jobs are jobs with the federal, state, or local government like forest rangers, post office clerks, and highway workers.

Many businesses hire workers through employment agencies. Employment agencies handle both temporary and permanent jobs. Many employment agencies list jobs in the want ad section of newspapers. You can also find the names of employment agencies in the telephone directory. Employment agencies usually charge a fee.

Your friends and relatives who are working are another source to learn about jobs. They can tell you about job openings where they are working or about other jobs.


Directions: Complete the questions below within the given time limit. HINT: Read questions first, quickly scan for answers in the text, underline answers and finally rewrite in your own words.

1. Why are more people changing jobs?

__________________________________________________________________________________________

2. List three places that may have information about jobs.

__________________________________________________________________________________________

3. What are civil service jobs?

__________________________________________________________________________________________

4. What are employment agencies?

__________________________________________________________________________________________

5. How are your family and friends a possible source for learning about jobs?

__________________________________________________________________________________________
Tips for Applying Online

You can make your unique skills and talents stand out.

More and more employers use the online application process to help them find the right person for the job. So, it’s likely that you’ll have to apply online for some job openings that interest you.

Like many students, you may be worried that an online application makes you “one of a million” instead of “one in a million” and that your particular skills and unique talents will get lost when you click “send” and your application gets swallowed up by cyberspace. That doesn’t have to be the case: In fact, employers say there are lots of things you can do to ensure your application gets the attention it deserves. In a recent survey, employers offered the following advice for how to make an electronic application outstanding:

- Follow directions. Be careful to enter the correct data in the correct field.
- Ask for advice on completing the application from a company recruiter or an alumnus who may work at the company.
- Tailor your application information to the position. Don’t copy and paste text from your generic resume.
- Use key words, buzz words, and industry verbiage. Use the verbiage in the job ad as your model. Employers search on key words when they’re looking for people to fill specific positions.
- Create a skills-inventory section if the application doesn’t require it. You might put this in a “comments” section.
- You should also include remarks in the “comments” section that demonstrate that you have researched the company and industry.
- Include numbers and statistics if they are available. (Example: Counted five cash drawers daily; responsible for more than $10,000 per 8-hour shift.)
- Complete all fields—even those that aren’t required.
- If the company offers an optional assessment test online, take it.
- In some cases, you may be asked to attach your resume to or paste it into the application. Make sure your resume can hold its own in a very simple format: Fancy bullets, text, italics, and bold do not convert well in an electronic application. (Many employers scan paper resumes into their applicant systems. As a result, even if you aren’t required to apply online, there’s a good chance that your information will end up in the same place as if you had, so keeping your resume format simple is good advice regardless of whether or not you’re applying online.)
- If possible, spell check and grammar check your application before submitting it. Have an error-free application because this application serves as the employer’s first impression of you.
- Include a strong objective. Ask a career counselor to help you word your objective.
- Follow-up your electronic application with a personal e-mail to the recruiter. A follow-up phone call is acceptable if the job posting or ad does not say, “No phone calls.”