<div align="center">**LESSON PLAN FOR FILLING OUT A JOB APPLICATION**</div>

Preview: Have students complete a Personal Data Sheet three days before the Job Application Lesson.

Essential Question: How do you fill out a job application correctly?

Time Needed: 2 hours

Activating Strategy: To determine prior knowledge of filling out a job application correctly.

Materials needed:
- A completed sample **incorrect** job application for each student.
- Highlighter pens, one for each group
- Pencil for each student
- Blank Job Application

Hand out a sample incorrect job application to each student. Give a highlighter pen to each group. Each student will need a pencil.

Ask the students, **"Would you hire this person? How many errors do you think the sample application contains?"** Give the groups approximately 2 minutes to estimate the number of errors and write the number on the board by the group number. They may use the highlighter pen to mark the errors. The group that finds the correct number of errors will win a prize after the acquisition lesson.

Briefly discuss students' prior history in filling out a job application.

Next:
- o Have the students divide into small groups.
- o Instruct the group to look over the incorrect job application and identify and circle all errors on the application.
- o Count the number of errors that the students found
- o Teacher will walk around and listen to groups and guide them as necessary.
- o Teacher will ask for a report for the student's number of errors. Goal: see which group discovered the most errors. (Prizes may be given)

Acquisition Lesson: Students will learn how to fill out a job application correctly.

Materials and equipment needed:
- Overhead Projector and a transparency of a job application and a different color overhead pen for each group **or** an Elmo with paper copies of a job application for each group and a black ink pen.

- Transparency and or multimedia replication of the incorrect application to demonstrate to the class all of the errors with explanations.
- One copy of "How to Fill Out a Job Application" for each student.
- Two blank copies of a Job Application for each student to fill out. One application will be filled out in class to correct the sample application given out for the activating strategy; one application to be filled out with the student's information to be turned in the next day.

Procedure:
- Distribute each student the "How to Fill Out a Job Application" handout and briefly discuss. Students will refer to the handout while completing the assignment. Discuss the grading scale on the back of the handout.
- Each student will correct the sample incorrect application on a blank application as the teacher demonstrates using the transparency or multimedia replication

Summarizing the Lesson: Allow approximately 5 minutes.
Ask students for answers to the Essential Question.
Assignment: Students are to fill out a job application with their information to be turned in the next day.

Ticket out the Door: Allow 2 minutes. Have students write on a sheet of paper three characteristics of a job application that they learned in the lesson that they did not know before today and collect as they leave.

Assessment: The teacher will mark the student's errors on his/her application, and the student will fill out another application for the final grade.

A PRACTICE APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: Type or print clearly in black or blue ink. Answer all questions completely.

Name: __Smith   Marie__
           Last   First   Middle

Address: __785 Madison Ct.__   Social Security # _____
           Number and Street
__L'ville, Ga 30044__   Phone # __(7)498-6132__
           City, State and Zip Code

Position Desired: __anything__   Full-time ____ Part-time __✓__ Expected Wage: __$10/hr.__

Have you ever been employed here before? __yes__ If so, when? _____

Do you have any friends/relatives who work for us? __yes__ If so, name? __Joe__

Have you been convicted of a felony? __no__ If so, please explain. _____

EMPLOYMENT HISTORY: (Start with Present or Last Position)

Employer: __Wendys__   From: __3/04__ To: __6/04__

Address: __Five Forks Trickum Rd Lilburn   GA__
      Number and Street   City   State and Zip Code

Job Title: __Front Counter__   Wages: __$6.50__ _____
                               Beginning   Last

Duties Performed: __Casheir__

Supervisor: __Robbie__   Title: __Super__   Phone # __(6)903-1127__

Reason For Leaving: __Boss was a jerk.__

Employer: __Sonic__   From: __1/03__ To: __8/03__

Address: __Pleasent Hill   Lilburn   30047__
      Number and Street   City   State and Zip Code

Job Title: __Casheir, Carry Out__ Wages: __5.25__   __6.50__
                                 Beginning   Last

Duties Performed: __brought burgers to costumers__

Supervisor: __Louis__   Title: __waiter__ Phone # __don't no__

Reason For Leaving: __I didn't like waiting on costumers outside,__

Employer: Burger King   From: 7/04   To: present

Address: Hwy. 78   Lilburn   Ga
              Number and Street   City   State and Zip Code

Job Title: Drive-thru   Wages: $7.50
                                                  Beginning   Last

Duties Performed: take orders, casheir, front counter

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

Reason For Leaving: N/A

EDUCATION:

High School: Central Gwinett   L'ville
                  Name of School   City, State and Zip Code
     Type of Diploma: Technical   Date of Graduation: May

Technical School: Maxwell   L'ville
                     Name of School   City, State and Zip Code
     Program or Major: fixing hair   Dates: 8/04-5/05   Degree: Technical

College: Plan to attend Gwinett Tech Collage, L'ville
                  Name of School   City, State and Zip Code
     Program or Major: Cosmatolegy   Dates: 9/05   Degree: Diploma

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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'ville, GA   Phone# (7)963-6838

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

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

How to Fill Out a Job Application

Picking it up: When you pick up or drop off an application, be prepared for an interview. You never know if they will have a few minutes and are in a hurry to hire someone. Also, dress appropriately because even though you may not get an interview that day, the secretary or person who takes the application may be asked by the interviewer what they thought of you. First impressions are important; you only get one time to make it.

Read carefully: Read the entire form carefully. Know what is being asked before filling out the form. Employers may use the application form to judge how well you follow instructions and how careful you may be as an employee.

Fill in the blanks: Answer all questions. Fill in the blanks completely, accurately, and truthfully. When something doesn't apply to you, write **N/A** for non-applicable. Check your answers for correct spelling, grammar, punctuation, completeness, and accuracy.

Ink/Type: Use blue or black ink or type the application. Print clearly. No funky colors.

Position: Avoid the word "anything." Put a specific job down to show you're not desperate and that you have a goal in mind.

Salary expected: Employers may use this question to screen out applicants. It is best to give a salary range or to respond with "negotiable." Use one of these responses even if you know the wage. This leaves you room to negotiate a higher wage.

Personal information: If you don't have a phone, give a number where messages can be left for you.

Education and training: List academic, vocational, and professional education and schools attended. Be prepared to attach copies of certificates or other documents. If you are planning to attend college, write "Plan to attend XYZ College" and when.

Work experience: Always list the most recent employer first. Give complete and accurate names, dates, addresses, phone numbers, job titles, dates of employment, etc. Use your resume as a guide. Make sure the information presented in the application agrees with the information in your resume. Explain gaps in your work history.

Special job-related skills: Use action verbs to list your special job-related skills, training, licenses, and accomplishments. List the types of equipment/tools that you can use. This will make you stand out from other applicants. The job description can provide clues about important skills.

Reason for leaving: Be careful when giving your reason for leaving a previous job. Even if your previous boss was a jerk, you should <u>never be negative</u>. Acceptable answers include: "school conflict," "conflicting hours," "better opportunities for advancement," "lack of work," "seasonal employment."

References: Most employers will call references, but they also may request a written evaluation by mail. Many employers can only tell dates worked and if they would re-hire you. Therefore, you may want to use teachers, counselors, principals, coaches, ministers, etc. as references. (Do not use relatives.) Be sure to ask for their permission and verify where they can be reached. Provide complete and accurate information about 3 (or more) people who can speak highly of you.

Last details: <u>Sign</u> (Don't print) your name and include the current <u>date</u>. Check carefully that you have completed the application. Once you fill out an application, it is a binding document; any misinformation could be grounds for termination. If you are asked when you can begin work, be sure to allow enough time to give at least two weeks' notice to your current employer.

JOB APPLICATIONS
GRADING SCALE

0 errors = 100	6 errors = 78
1 error = 96	7 errors = 76
2 errors = 92	8 errors = 74
3 errors = 88	9 errors = 72
4 errors = 84	10 errors = 70
5 errors = 80	minus 2 points for each error over 10

Minus 10 points for not using **Blue** or **Black** ink, for not printing (except for signature), and for incorrect job order.

Minus 1 error for each misspelled word, stray marks, white out, smudges, scratch outs, folded or wrinkled application, leaving areas blank when not appropriate, not filling out information as instructed on "On How to Fill Out a Job Application" handout, and not following instructions on "A Practice Application for Employment."

Applications must be turned in within 1 school day when present for lesson, or the student will receive a **zero**. If a student is absent, he/she must make arrangements with a teacher within 2 days.

WEB SITES

http://411.com (addresses)
http://USPS.com (zip codes)
http://yellowpages.com (business addresses)
http://bellsouth.com (residential and business addresses)

A PRACTICE APPLICATION FOR EMPLOYMENT

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INSTRUCTIONS: Type or print clearly in black or blue ink. Answer all questions completely.

Name:

_____
Last   First   Middle

Social Security # _____
Phone # _____

Address: _____
Number and Street

_____
City, State and Zip Code

Position Desired: _____ Full-time _____ Part-time _____
Expected Wage: _____

Have you ever been employed here before? _____ If so, when? _____

Do you have any friends/relatives who work for us? _____ If so, name? _____

Have you been convicted of a felony?_____ If so, please explain.
_____
_____
_____
_____

EMPLOYMENT HISTORY: (Start with Present or Last Position)

Employer: _____ From: _____ To: _____

Address:

_____
Number and Street   City   State and Zip Code

Job Title: _____ Wages: _____ _____
                                                                    Beginning   Last

Duties Performed:

_____

Supervisor: _____ Title: _____ Phone # _____

Reason for Leaving:

_____

Employer: _____ **From:** _____ **To:** _____

Address:

_____
Number and Street   City   State and Zip Code

Job Title: _____ Wages: _____ _____
                                                                    Beginning   Last

Duties Performed:

_____

Supervisor: _____ Title: _____ Phone # _____

Reason for Leaving:

_____

Employer: _____ **From:** _____ **To:** _____

Address:

_____
Number and Street   City   State and Zip Code

Job Title: _____ Wages: _____ _____
                                                                    Beginning   Last

Duties Performed:

_____

Supervisor: _____ Title: _____ Phone # _____

Reason for Leaving:

_____

EDUCATION: _____

High School: _____
<div align="center">Name of School</div>

_____
<div align="center">City, State and Zip Code</div>

Type of Diploma: _____ Date of Graduation: _____

Technical School: _____
<div align="center">Name of School</div>

_____
<div align="center">City, State and Zip Code</div>

Program or Major: _____ Dates:_____ Degree: _____

College: _____
<div align="center">Name of School</div>

_____
<div align="center">City, State and Zip Code</div>

Program or Major: _____ Dates: _____ Degree: _____

REFERENCES: (Exclude Relatives and Friends)_____

Name: _____Occupation: _____

Address: _____   **Phone # _____**

Name: _____**Occupation:** _____

Address: _____   **Phone # _____**

Name: _____**Occupation:** _____

Address: _____   **Phone # _____**

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.

_____   _____
Signature of the Applicant   Date signed

Job Application Test   Name _____

Fill in the blank with the correct information.

1. When you pick up or drop off an application, be prepared for an _____.

2. When picking up an application, you should dress <u>appropriately</u> because first

_____.

3. Read the entire form _____. Know what is being asked _____

filling out the form.

4. Answer _____ questions on the application form.

5. When something doesn't apply to you, write _____

6. Use _____ ink or type the application.

7. What word should you avoid putting on the application when asked about a desired

position? _____

8. Always list the most recent employer _____.

9. Identify one acceptable reason for the question, "why did you leave your previous job?"
_____

10. Once you fill out an application, it is a binding document; any misinformation could be
grounds for _____.

Job Application Test **KEY**   Name _____

Fill in the blank with the correct information.

1. When you pick up or drop off an application, be prepared for an <u>interview</u>.

2. When picking up an application, you should dress <u>appropriately</u> because first <u>impressions</u>

<u>are important</u>.

3. Read the entire form <u>carefully</u>. Know what is being asked <u>before</u> filling out the form.

4. Answer <u>all</u> questions on the application form.

5. When something doesn't apply to you, write **<u>N/A</u> for non-applicable.**

6. Use <u>blue or black</u> ink or type the application.

7. What word should you avoid putting on the application when asked about a desired

position? <u>Anything</u>

8. Always list the most recent employer <u>first.</u>

9. Identify one acceptable reason for the question, "why did you leave your previous job?"
   <u>Acceptable answers include "school conflict," "conflicting hours," "better opportunities</u>
<u>for advancement," "lack of work," "seasonal employment."</u>

10. Once you fill out an application, it is a binding document; any misinformation could be
grounds for <u>termination</u>.

Career Essay Guidelines

Objectives:
This lesson is to connect to a specific career.

➢ Students will be able to explore and expand on writing skills by developing an essay of a career they are interested in pursing.
➢ Students will research a career by using the Internet or other methods approved by the instructor.
➢ Students will relate how to go from school to work and develop a plan to do so.
➢ Students will write an essay using complete sentences.
➢ Students will be able to communicate thought ideas and information in writing.

Procedure
The purpose of this essay is for the student to connect school to the work world. Students will research three different career paths. The student will research educational requirements, post-secondary schools with location and financial arrangements that may be needed. Students will develop a timeline that will depict how long it may take to complete the educational requirements as well as to include the financial arrangements that may be involved.

1. By using various methods, research information on your chosen career. This can be from an interview, Internet or some of the books in the classroom.
2. Include job descriptions, personal characteristics, job outlook, salary ranges, educational requirements, and identify post-secondary institutions.
3. List the reason(s) why you choose this career.
5. After getting the above information together, begin to type your essay. The requirements for the essay are as follows:

• Introduction should contain at least 5 complete sentences.
• The body of the report should have a minimum of 3 different paragraphs with at least 5 sentences each.
• Five events from your mentor experiences should be related in the essay.
• Conclusion should contain at least 5 complete sentences
• Spelling counts
• Bibliography Page

Websites that the student can obtain career information can be found in the following sites:
www.marblehead.com/guidance/jrles.htm
www.bls.gov/oco/
www.sowega-ahec.org/career_guide/
http://www.pbs.org/als/career/health.htm
http://guidance.wwwcomm.com/career.html
www.okcareertech.org/cimc/free-hoe.htm

Develop a timeline of information *from your* essay. Information should include the steps it will take to achieve the career. The timeline is a tool that will enable the student to begin to see the big picture and give them a direction to begin when attempting their educational experience toward a career.

Rubric for Career Essay

Name _____   Date Due _____   Class _____

Title _____

Scoring Criteria	Excellent 5	Good 4	Some Improvement 3	Much Improvement 2	Not Acceptable 0	Score Earned
Report	Very neat & well organized	Neat & organized	Somewhat neat & organized	An attempt to demonstrate organization skills	No attempt to demonstrate Organization	
Introduction	Contains at least 5 complete sentences	Contains 4 complete sentences	Contains 3 complete sentences	Contains 2 complete sentences	Intro included but uses fragmented sentences	
Body of Report	Contains at least 3 paragraphs with 5 sentences each	Contains 3 paragraphs with 4 sentences each	Contains 2 paragraphs with 4 sentences	Contains 2 paragraphs with 2 sentences	One paragraph	
Address required info Job Descriptions, personal characteristics, job outlook, salary ranges, educational requirements, and identify post-secondary institutions	Includes all 8 portions of required information in the body of the essay	Includes 6 portions of required information in the body of the essay	Includes 4 portions of required information in the body of the essay	Includes 2 portions of required information in the body of the essay	Includes 1 portions of required information in the body of the essay	
Develops a timeline	Includes 5 events	Includes 4 events	Includes 3 events	Includes 2 events	Includes 1 event	
Conclusion	Contains at least 5 complete sentences	Contains at least 4 complete sentences	Contains at least 3 complete sentences	Contains at least 2 complete sentences	Contains at least 1 complete sentence	
Spelling	No misspelled words	2 misspelled words	4 misspelled words	6 misspelled words	7 or more	
Total Score	_____ A 30-35	_____ B 29-24	_____ C 23-18	Needs Improvement 17-12	Unacceptable Repeat Project below 12	

One letter grade will be deducted for turning in late.