

Preparing Job Applications

Unit Outline

1. Project Team Members: Karn, Carole, Karn, Ralph
2. Title of Course: Communications/English (11th grade)
3. Title of Unit: Preparing Job Applications
4. Approximate length of unit: 2 weeks
5. Brief description of the unit with expected final outcomes: Students will work individually, and in groups, to learn the correct procedure for filling out applications in order to obtain an interview, and ultimately, in getting a job. Students will obtain an application for a place where they would like to work, which relates to their technology, and will learn how to properly complete it.
6. Major goals of Unit:

Students will be able to:

1. Research various kinds of job applications; the questions that are most frequently asked, and learn the purpose of a job application.
 2. Analyze the importance – to both the employee and the employer - of filling out an application correctly.
 3. Discuss the proper procedure for filling out an application and practice filling out many different kinds of job applications.
7. Sequence of balanced and integrated activities for the students.

Students will complete the following activities:

View video – watch an 18 - minute video entitled, Filling Out a Job Application, which compares and contrasts two people filling out a job application and shows, in an entertaining way, why one gets the job and the other does not.

Evaluation of applications – evaluate a poorly completed application and find all of the mistakes on the application. Students will then see the same application filled out correctly and discuss. (To the teacher: Using two copies of the same application form, fill one out in a sloppy way, with incomplete information. Fill out the other one correctly.) Use **Rubric #1** to evaluate student responses.

Maintain a written record (pocket resume) – compile personal information and develop a pocket resume listing all pertinent names and addresses and phone numbers needed in filling out an application. Enlarge the pocket resume on pg. 5 to fit on an 8 1/2" x 11" heavy paper, print two-sided, cut in half vertically to make two pocket resumes. Fold in thirds...to be kept in wallet (4 1/2" x 11"). (**Use Rubric #2:** Pocket Resume)

Group discussion – relate personal experiences previously encountered in filling out a job application and the successes or failures in attaining the job.

Following directions - complete various kinds of applications including an application for employment, which relates to student's technology. (**Use Rubric #3:** Check Your Understanding of Job Application Forms)

8. **Checklist or rubric of assessment components for the students** – Three different rubrics are attached to this document.
9. **Specific Standards addressed in this unit.**

Reference #	Name of Standard	Title of Individual Standard
Goal 1:		
1.1.11D	PA RWSL	D. Identify, describe, evaluate and synthesize the essential ideals in text. Assess those reading strategies that were most effective in learning from a variety of texts.
1.2.11A	PA RWSL	A. Read and understand essential content of informational texts and documents in all academic areas.
	SCANS 1- Basic Skills	Reading – Locates, understands, and interprets written information in documents such as applications. Writing – Noted the various sections of an application.
Goal 2:		
1.5.11F	PA RWSL	F. Edit writing using the conventions of language.

1.6.11 A,D, F PA RWLS A. Listen to others. D. Contribute to discussion. F. Use media for learning purposes.

SCANS 2 – Thinking Skills

Decision Making – Specifies goals and constraints, generates alternatives, considers risks, and evaluates, and chooses best alternatives.

Goal 3:

1.4.11 D, E PA RWLS

D. Maintain a written record of activities, course work, experiences, honors, and interests. E. Write a pocket resume.

1.5.11 F PA RWLS

F. Edit writing using the conventions of language.

SCANS 3 – Basic Skills

Listening – Receives, attends to, interprets, and responds to verbal messages and other cues. **Speaking** organizes and communicates oral messages appropriate to listeners and situations; participates in conversation discussions, and group presentations; speaks clearly and communicates a message; understands and responds to listener feedback and asks questions when needed.

Evaluation of applications

Rubric #1

Finding Application Errors

Criteria Points

4 – student identifies all errors

3 – student identifies all major errors and other smaller ones

2 – student identifies most major errors

1 – student is unable to identify most errors

<hr/> Your Name <hr/> Your Address <hr/> Your Phone Number

Program _____ Dates _____ Special Skills _____ Social Security # _____
<u>EDUCATION</u> Home School _____ Address _____ Phone _____ Dates _____ Tech. School _____ Address _____ Phone _____ Dates _____
<u>PREVIOUS EMPLOYMENT</u> <i>(summer/part-time)</i> Place _____ Address _____ Job Title _____ Dates _____ Place _____ Address _____ Job Title _____ Dates _____
<u>REFERENCES</u> <i>(get permission)</i> Name _____ Title _____ Address _____ Phone _____ Name _____ Title _____ Address _____ Phone _____

PREPARATION

- Learn something about company
- Have specific job or jobs in mind
- Fill in Pocket Resume
- Review in your mind your qualifications
- Be prepared to answer questions about yourself

APPEARANCE

- Well groomed
- Suitably dressed
- Make-up in good taste

TESTS

- Listen to instructions
- Read each question through
- Write legibly
- Don't dwell too long on one question

INTERVIEW

- Be prompt
- Answer questions directly and truthfully
- Be well mannered
- Use proper grammar and good diction
- Be enthusiastic and cooperative
- Don't be afraid to ask questions

Pocket Resume For Job Interview

(add school logo before printing)

Rubric #2**Developing a Pocket Resume****Criteria Points**

- 4 – develops a perfect resume
- 3 - makes a minor mistake
(fails to fill in minor data)
- 2 – makes a major mistake
(fails to fill in data)
- 1 – fails to complete pocket resume

Check Your Understanding of Job Application Forms

Answer the following questions about job application forms:

1. What is your Social Security number?
2. If you have had three jobs, which one do you list first on a job application form?
3. What is an equal opportunity employer?
4. Which of the following pieces of information should you leave off an application for a job as a mail-room clerk?
 - a. permanent address
 - b. telephone number
 - c. church membership
 - d. military service
5. What is the difference between a present address and a permanent address?
6. What is a “bona fide occupational qualification”?
7. Some job application forms say that “employment may be terminated at any time without prior notice.” What does this mean?
8. Most job application forms have a statement about the laws which forbid job discrimination. What are three factors an employer cannot consider when hiring a new employee?
9. Suppose you are filling out a job application form at the personnel office of Ace Office Machine Co. You discover you have written your name in ink on the wrong line of the form. Would you ask the secretary for another form? Why, or why not?
10. Name three major types or sections of information asked on job application forms.

Rubric #3**Check Understanding of Job Application Forms**

(Students will be asked ten questions concerning job application forms)

Grade according to the following scale:

93 – 100 excellent
85 – 92 good
77 – 84 satisfactory
70 – 76 poor
below 70 failure