

## Lesson Plan 6: Applying for a Job

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### Core [www.cfnc.org](http://www.cfnc.org) Area:

*Job Search*

### Total Time:

*One to two 50-55 minute class periods*

### Target Grades:

*Grades 10-12*

### Suggested Timeline:

*Any time during the school year—preferably at the beginning of the school year*

### ASCA Correlation

*(Which of the ASCA Standards does this lesson address?)*

A-A	A-B	A-C	C-A	C-B	C-C	PS-A	PS-B	PS-C
		X	X	X	X	X		

### Lesson Objectives

Students will be able to:

1. Explain the preparation needed to apply for a job.
2. List several acceptable ways to apply for a job.
3. Explain how to complete a job application form.
4. List common mistakes on a job application form.
5. List specific things employers look for in a job application.

### Materials Needed

- A copy of the **Job Search Handout Activity 1a** for each student
- Copies of example job application forms (**Job Search Handout, Activity 1b** included in lesson materials)
- Chalkboard or whiteboard to write student responses to discussion

### Advance Preparation

- Print the **Job Application...what do I need to know?** And the **Job Application** form for each student
- (Optional) Have a variety of paper job applications from local businesses available to show the students. (You may want to use the “real” applications as part of a display on a bulletin board.)
- Be aware of local, state, national laws concerning the employment process (discrimination laws, age at which a student can work, etc.)

### Activator (Typically 5-10 minutes)

Discuss:

- Student experiences in applying for a job.
- The importance of accurately and neatly completing job applications.



**Core Learning Strategies/Lesson Activities (Typically 30-40 minutes)**

Session #	Step #	Responsibility	Action Steps
1	1	School counselor	<ul style="list-style-type: none"> <li>• Focus on today's work:               <ol style="list-style-type: none"> <li>1. Distributes the (optional) Sample Job Applications, the Sample Job Application Worksheet and the The Job Application... What do I Need to Know Handout</li> <li>2. Ask students to break into small groups of two or three and generate a list of information that they would want to know about a potential employee</li> </ol> </li> </ul>
	2	Students	<ul style="list-style-type: none"> <li>• Form groups</li> <li>• Generate a list of information that they would want to know about a potential employee</li> <li>• Share their information with the class</li> </ul>
	3	Counselor and student discussion	<ul style="list-style-type: none"> <li>• Ask students to share their group's ideas with the class</li> <li>• List ideas on the board</li> <li>• Discuss any questions that it is illegal to ask – for example, do you plan to have children</li> <li>• Review and discuss the sample job applications forms (from local businesses/and or the worksheet) and discuss the information that appeared on the form that did and did not appear on the student lists</li> <li>• Discuss the following with the class:               <ul style="list-style-type: none"> <li>○ How can you get applications for a job?</li> <li>○ What type of jobs might only require an application and an interview?</li> <li>○ What else might be required? (cover letter, resume, letters of reference, etc.)</li> </ul> </li> <li>• Discuss the following:               <ul style="list-style-type: none"> <li>○ If the option is available, is it better to fill out the application at home or at the place of employment?</li> <li>○ If you choose to complete it at the place of employment, what information will you need to have with you?</li> <li>○ If you choose to fill it out at home, what would be the benefit of making an extra copy and 'practicing' first?</li> </ul> </li> <li>• Review and Discuss the Job Application...What do I Need to Know Handout</li> <li>• Ask students to fill out the Job Application Worksheet</li> </ul>
	4	Student	<ul style="list-style-type: none"> <li>• Complete the Job Application Worksheet</li> </ul>



<b>Session #</b>	<b>Step #</b>	<b>Responsibility</b>	<b>Action Steps</b>
	5	Counselor	<ul style="list-style-type: none"> <li>• Assist students as they complete their Job Application Worksheet</li> <li>• Remind students that they can scan and attach the Job Application Worksheet to their <a href="http://www.cfnc.org">www.cfnc.org</a> Portfolio</li> </ul>

(chart from RI School Counselor Association's Toolkits, found at [www.rischoolcounselor.org](http://www.rischoolcounselor.org))

### Summarizer/Informal Assessment (Typically 5-10 minutes)

After completing this lesson, the students should be able to:

1. Explain the preparation needed to apply for a job.
2. List several acceptable ways to apply for a job.
3. Explain how to complete a job application form.
4. List common mistakes on a job application form.
5. List specific things employers look for in a job application.

Tell the students that they are, as a class, going to see how much they remember as a review for the lesson. Use the handout as a reference, and ask the students to take turns providing answers for the following topics:

1. List specific things to remember when completing a job application form.
2. List specific information required on the job application.
3. List common mistakes to avoid on a job application.
4. List specific things employers can tell by looking at a job application.
5. Bonus! What percentage of job applications are filled out correctly, are neatly done, and filled out completely, according to statistics? (You want to be one who fits in this percentage!)

### Follow-Up

Opportunities for additional learning could include the lessons provided related to Job Search project lessons.

If time, you may want to expand upon this lesson. For example, you could provide a display on a bulletin board with various completed job applications. Label the applications by number, and have the students "vote" to determine who as a class they would want to hire based solely on their job application. Have it "set up" that the best candidate for the job is not necessarily the one who has done the best job of filling out the job application. (Maybe the application is folded and/or stained. Maybe there could be a spelling mistake or use of a red pen instead of a black pen.) The idea is that the application of the person who would actually be the best candidate would not get an interview because he/she has not done a good job of filling out the job application. (The person who **should** get an interview would be the one who is the best qualified in terms of skills, education, and background.) Encourage student discussion when reviewing the voting results.

# ***The Job Application...What Do I Need to Know?***

**Student Name:** \_\_\_\_\_

**FACT:** Research shows that 75% of the applications most companies receive are incomplete, messy, completed incorrectly, or all of these. Those who fall into this category significantly lower their chances of getting a job.

## **How to Complete a Job Application Form:**

1. Be aware how you look when you go to pick up and/or drop off a completed job application. You never know if someone like the person doing the hiring will want to visit with you at that time. Be ready by being dressed appropriately and by being neat and clean.
2. Read carefully, follow directions, and write neatly. Each application you complete is the first sample of your work that employers will see.
3. Use black ink (unless otherwise indicated).
4. Complete a rough copy first and correct all the errors before completing the actual copy.
5. Answer all questions and write in every space provided. If a question does not apply to you, write "N/A" (not applicable).
6. Be as specific as possible in identifying the "position desired."
7. Write in "scale" where you are asked for "salary desired;" this means that you expect to be paid what other workers in similar positions earn.
8. DO NOT WRITE your social security number on your application. This is something you will give a potential employer upon being hired.
9. Be positive. Do not volunteer negative experiences.
10. Be honest.

## **What Information is Required on the Job Application?**

Gather the information and materials needed to complete your job application. Much of the information you need is on your resume. Make sure you have the following available when completing a job application:

1. Writing utensils (black pens), paper clips
2. Current and previous addresses
3. Educational information—grade school to present, names and addresses, diplomas earned, dates you attended institutions, subjects in which you excelled
4. Work experience—past jobs and responsibilities; names, addresses, and phone numbers of past employers; dates of employment; job responsibilities; wages earned; names of supervisors; reasons for leaving each job; military experience and volunteer work
5. Business and machine operation skills
6. Special certificates, licenses, professional organizations and other business-related documents, honors, and achievements that could give you an advantage



7. A list of references—include names, job titles, company names, addresses, and telephone numbers
8. Copies of your resume—attach your resume to any completed job application with a paper clip.

### **Avoid These Common Mistakes on a Job Application:**

1. Misspelled words
2. “Crossed-out” writing
3. Folded or wrinkled form
4. Incomplete work history
5. Submitted after deadline
6. No signature, incomplete or unanswered items
7. Failure to print where asked to print.

### ***What do Employers Look for in a Job Application?***

Most employers require applicants to complete a job application. The job application gives the employer facts about you that can be kept on file. The information you provide and how well you present the information indicates to an employer the following:

- Your ability to follow instructions
- Your character
- Your achievements
- Your ability to hold a job
- Your thoroughness

After completing a job application, you may or may not get an interview. The outcome could depend on how well you completed the form. Be part of the 25% who significantly **raise** their chances of getting a job!

***FACT:*** Research shows that 25% of the applications companies receive are complete, neatly done, completed correctly, or all of these. Those who fall into this category significantly **raise** their chances of getting a job.



# Job Application Form

Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form.

## PERSONAL INFORMATION:

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_

Are you eligible to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

If you are under age 18, do you have an employment/age certificate? Yes \_\_\_ No \_\_\_

Have you been convicted of or pleaded no contest to a felony within the last five years? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

## POSITION/AVAILABILITY:

Position Applied For \_\_\_\_\_

Days/Hours Available      Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday \_\_\_ Saturday \_\_\_ Sunday \_\_\_

Hours Available: from \_\_\_\_\_ to \_\_\_\_\_      What date are you available to start work? \_\_\_\_\_

## EDUCATION:

Name and Address of School - Degree/Diploma - Graduation Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Skills and Qualifications: Licenses, Skills, Training, Awards

\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY:**

Present or Last Position: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Position Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

=====

**Previous Position:**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Position Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_



\_\_\_\_\_

Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**May We Contact Your Present Employer?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**References:**

Name/Title Address Phone

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature\_\_\_\_\_

Date\_\_\_\_\_

