

26 Learn to Present Yourself Well on a Job Application

TRANSITION OBJECTIVE

Students will practice completing job applications.

RELEVANCE TO SUCCESSFUL TRANSITION

Completing an application is a traditional, but not necessarily effective, method of conducting a job search. It is important, however, for the applicant to know how to use the application form to make a good impression.

INSTRUCTIONAL SEQUENCE

❑ STEP 1: Update Journal

My experience can look positive on paper by . . .

❑ STEP 2: Convene Roundtable

"The hardest part of a job application is ____."

❑ STEP 3: Advance Organizer

"Today you will learn and practice an effective method for completing job applications."

❑ STEP 4: Activity - First Day

Talk with students about their experience with job applications. Explain the limitations of application forms, such as how they are designed often to screen out the job seeker or to serve as a barrier between the job seeker and the person who will choose the new employee, how they often are limited to specific information and do not provide an opportunity to talk about strengths. It is necessary to know how to complete effective job applications because many employers require them. Go over **Effective Job Applications**, clarifying terms and giving examples. In pairs, have students decide which three statements are most important. Ask each pair to name the statements and compare answers.

Tell students they will practice completing job applications in class. Explain that their grade depends on how well they understand

and use the information from **How to Answer Difficult Questions**. Review the information on the handout and have students discuss and ask questions.

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Effective Job Applications

Follow these instructions when completing job applications:

- Read through the application before writing
- Follow all directions
- Be sure to write information in the correct places
- Use an erasable pen, not a pencil
- Be very neat and thorough
- Answer questions in a positive manner
- Answer all questions honestly
- Add positive information when possible

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How to Answer Difficult Questions

Although it is easy to lie on an application, it will cause your dismissal if discovered later. Better to leave a sensitive question blank and talk about it during the interview.

Education & Formal Training

- List all of your training and education. List special classes or programs that relate to the job for which you are applying.
- List diplomas, certificates, licenses and degrees.
- Show high grades or good attendance in this section.

Work Experience

- Describe your job duties in short sentences. Use statements like: "opened and closed the store," or "made bank deposits," or "provided customer services for over 100 people a day."
- If you had good attendance on the job, write that on the application.
- Some job titles do not tell much about the job. Write a few words that describe the job after the job title.
- If you have not had much work experience, write about volunteer, education, training, hobbies, neighborhood jobs, babysitting, yard work or delivering newspapers.
- Always check with previous supervisors. You need to find out what they would say about you before naming them on an application.
- Show what you were doing during times you were not working. Some reasons to use are: school or training, raising children, moved and looked for a new job or self-employed.
- Never write "fired" on an application. Show your reason for leaving in a more positive way. If possible, use reasons such as: went to school, moved, took another job. You may also use a statement such as "the job did not work out the way I wanted it to."

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□ STEP 5: Activity - 2nd - 4th Days

Students may need to spend several days to complete the sample applications. Students will need to practice filling out paper and online applications. Each application represents a different type of business and emphasizes different information. Assign applications one at a time and go over the organization and structure of the application before students begin to write.

Point out any unusual areas to students before they start. Offer extra assistance when needed. Invite other school staff to assist in class on the days students are working on applications. Have students complete all sample applications.

Check with students regarding email addresses. Have students exchange their email addresses with teacher and classmates. Do daily emails to students to keep track of who is checking and responding on a daily basis. Work with students to develop an electronic file to store their application information, current resume, letters of recommendation, etc.

□ STEP 6: Evaluate Outcomes

Two important things to remember about applications are "_____."

□ STEP 7: Connecting Activity

Ask for and complete two applications (paper and online) for community businesses.

Have students set up email accounts and practice attaching documents (applications, resumes, etc.)

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How to Answer Difficult Questions

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Future Plans

- In the comments section, write that you would like to move up in the company with training and hard work.

Health

- Be careful to talk about your health or physical ability in positive terms.
- If you have a health problem (back pain, dizziness) that would affect your job, this may not be the right job for you.
- If you have a health problem that will not affect your job, you can state "I have no limitation that will affect my ability to perform the duties of this job."

Workers' Compensation

- Employers do not like to hire someone who has claimed workers' compensation insurance. This is because it is expensive and they are afraid you will try to claim it again. So do not volunteer this information unless you are specifically asked. If you are, you must not lie.

References

- Ask three adults who know and like you, if you can list them as your references when looking for a job.
- Get the correct spelling of their names and current addresses and phone numbers.

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EMPLOYMENT APPLICATION

⚠️ We are an equal opportunity employer and comply with all applicable laws.
⚠️ In accordance with the Immigration Reform and Control Act of 1986, any offer of employment is conditioned upon satisfactory proof of applicant's identity and legal ability to work in the United States.

Personal

Applicant Name: Last _____ First _____ Middle _____
 Phone (H) () _____ (W) () _____
 DOB: _____ SSN: _____ Div. Lic. # _____ Exp. Date: _____
 Current Address: _____
 City: _____ State: _____ Zip: _____

General Information

What type of work are you interested in? _____
 Have you ever worked for this company previously? ☐ yes ☐ no If yes when: _____
 Are you currently employed? ☐ yes ☐ no If yes may we contact your employer? ☐ yes ☐ no
 Are there any shift or days you cannot work? ☐ yes ☐ no If yes when: _____
 Date available for work: _____ Do you have transportation to work? ☐ yes ☐ no
 Are you able to do the essential functions of the job for which you are applying with or without reasonable accommodations? ☐ yes ☐ no
 What accommodations will you need? _____
 Have you ever been convicted of a felony? ☐ yes ☐ no If yes explain: _____
 If hired, do you agree to abide by the safety rules of the company? ☐ yes ☐ no

Educational History

School	Name & Location	Years Attended	Major	Degree or Certificate
High School				
College				
Other				

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KEY WORDS

effective**application****difficult****careful**

MATERIALS AND PREPARATION

- Student Handouts: **Effective Job Applications**, page 117; **How to Answer Difficult Questions**, pages 118-119; **Application Samples**, pages 120-125.
- Prepare for discussion and make screen images for handouts.
- Assist students with completing sample applications.

SCANS FOUNDATION SKILLS

- Basic Academic Skills: Reading, Writing
- Thinking Skills: Creative Thinking, Problem Solving, Reasoning
- Personal Qualities: Self-Esteem, Self-Management, Integrity/Honesty