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.

	CAREER MANAGEMENT: Unit 2 LESSON 26
117	Effective Job Applications
-0)	Follow these instructions when comparing jub applications:
	Read through the application before willing
	Follow all directions
	Be sure to write information in the correct places
	Use an erasable pen, not a pencil
	Be very neat and tharough
	Answer questions in a positive manner
	Answer all questions honestly
	Add positive information when possible
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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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110	CAREER MANAGEMENT: Unit 2 LESSON 26			
	How to Answer Difficult Questions			
	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, diziness) 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 dufies of this job." 			
	Workers' Companiation • Employen do not like to hits ecomeone who has claimed workers' compensation insurance. This because it is expensive and they are afraid you, will by to claim it again, so do not valunteer this information unless you are specificatly used. If you are you mult not file.			
	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 phane numbers.			
	E Unably permanent of the James Starfell Company, Senis Extense, CA32C3 THE TRANSITIONS COMPOLIUM 119			
	CAREER MANAGEMENT: Unit 2 LESSON 26			
120	*> We are an equal opportunity employer and comply with all applicable laws requestion of the second sec			
	Phone: (H) () (W) ()			
	DOBSSrDrivLic zExp. Date: Current Address: CityStateZip			
	C.tryStateZep General Information			
	What type of work are you interested in?			
	Have you ever worked for this company previously? □ yos □ no If yes where Are you currently employed? □ yos □ no If yes may we contact your employer? □ yos □ no			
	Are there any shifts or days you cannot work?yosno If yes where			
	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?			
	If hired, do you agree to abide by the safety rules of the company? yes no			
	Educational History			
	School Years Major Degree or Certificate High School			
	College			
	Other			
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LESSON 26 Learn to Present Yourself Well on a Job Application

UNIT 2

CAREER MANAGEMENT: Unit 2 ESSON 26 CAREER CORPORATE APPLICATION 121 EMPLOYMENT APPLICATION 124 History ED DATE AVAILABLE FO 0 0 ARE THERE ANY DAYS OF THE READED TO WORK? OVES ON WORK EXPERIENCE 2 mm 2. Previous Employer: ates of Employment: from_____ ____to_____ ___Job Duties: ____ _____ Monthly Salary to_____ lob Duties ___ Monthly Salary Phone: ON FOR LEA Phone: Relationship Phone: EDUCATION Drug and Alcohol Policy: This company prohibits the use, possession of, distribution of, purchase or sal of, and vocking or reporting to work under the influence of intexicante, drugs or illegal substances. Applicant any be required to take and pass a drug and adcohol scenering text prior to vocking. Employees may also b e stated in this two page application is true and correct to the best of my knowledge. I our will retain this application whether or not it is approved. I authorize you to verify all aired in this application, including but not limited to my education and employment Date THE TRANSFORM 121 124 CAREER MANAGEMENT: UNIT 2 LESSE APPLICATION FOR EMPLOYMENT CAREER MANAGEMENT: Unit 2 LESSON 26 GENERAL INFORMATION 122 125 NERAL INFORMATION IST NAMES AND POSITIONS OF ANY RELATIVES IMPLOYED IN THIS COMPANY: 0 0 Sheet Act# _____Phone._____Phone._____Phone._____Phone._____Phone._____Phone.____Phone.____Phone.____Phone.____Phone.____Phone.____Phone.____Phone.____Phone.__Phone.___Phone.__Phone.___Phone.__Ph How long There? / Long 15 address CITIZENSHIP Salary/Wage Desired tion you are lying for _____ INTE INO IF NO, ALIEN REGISTRATION CARD NO. Referred Do you have by Clilien or do you have a work Are you willing to transfer/ nelocate P you willing to transfer/ nelocate P you willing to transfer/ e available Do you have transportat to work a yes a no you a United Sta 9 🛛 yes 🖾 no If not type of vice. ______ Do you have relations in this company to all yes ______ not fyes, who? ______ to any output the company of the co STATIS ARMED FORCES? QYES Q NO RESERVE STATUS FROM, MEDICAL HISTORY Position held Crew 3 stoff Imanagement ARE YOU AT LEAST IS ARE YOU AT LEAST 21 ""N DED YOU LAST During the past 7 years, have you ever been If yes convicted of a crime, excluding midemeanors describe and traffic violations? yes a no in fut____ PHYSICAL Any health problems or physical defects which could affect your employment? U yes I no DO YOU HAVE ANY PHYSICAL DEFICIENCIES WHICH PRECLUDE YOUR PERFORMING CIR VYIS JNO IF VIS, DESCRIBE SUCH DEFICIENCIES AND SPECIFIC WORK LIMITATIONS ny such health FIMERGENCE NAME; ____ Are yourable to d a yes a no STATE 20 EDUCATION BUSINESS REFERENCES Dates of Attendianc ol name, City and State XLOWING AND SIGN YOUR NAME BELOW: the quastions on this application are true and give flas company the rig THE TR 125 125 122 CAREER MANAGEMENT: Unit 2 APPLICATION FOR EMPLOYMENT 123 APPLICATION - Copy 2 EMPLOYMENT BACKGOOD & BEFERINGEN ON Second Test 14 releve too these incid records and the employed places for period references) if you have the the employed places for period references if you have the the employed places for period references if you have the the employed places for period references if you have the the employed places for period references if you have the the employed places for period references if you have the the employed places for period references if you have the the employed places for period references if you have the the employed places for period references if you have the the employed places for period references if you have the the employed places for period references if you have the the employed places for period references if you have the the employed places for period references if you have the the employed places for period references if you have the the employed places for period references if you have the the test of tes Three employers, use the remaining places to maiden or other name, please enter that no TYOUR PRESENT EMPLOYER? DYES DNO 0 Type Name of Supervisor _____Date _____Salary ___Left ______ or wage_ Reason stating / endina Date Started Name Type of work_____ Name of Supervisor Phone____ Date Started__ Salary or wage Date Reason Nome Type Name of Supervisor Date Started_ Date Left Salary or wage Reason for leaving_ U.S. MILITARY Branch of Service Date Date of Entered Discharge Highest ____Rank Hel Do you have service-related skills and experience If yes, applicable to civilian employment? DPS DNO describe: Are you a member of a lif active reserve or national yes, guard unit? UPES UNO what? What are your obl-gations and when will they be fulfiled? _____ GENERAL What additional experiences or training haveyou had other than your work experience, ies (civic. athletic. fra carefully before signing: I certify that the information contained in this application is correct to the Please read o 123 123

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