COMPLETING APPLICATIONS

AGENDA

- Starter
- Directions
- Questions
- Apply!
- Conclusion
- Student Assessment

Objectives

Students will recognize the importance of following directions on job applications.

Students will identify questions they may come across on job applications.

Students will complete a model application.

Materials Needed

- One copy of the "Directions" activity sheet for each student (Part I)

Starter *(3 minutes)*

Write statistics regarding jobs on the board. For example: 60% of jobs in Australia are posted online, the average person will change jobs every 6-10 years. Explain to students that today's lesson will help them learn to follow directions and pay attention to details when completing applications for jobs.

Part I   Directions *(10 minutes)*

Purpose: Students recognize the importance of following directions on a job application.

1. Students learn the importance of reading directions before filling out a job application.

Hand out copies of the "Directions" activity sheet.

Explain to students that you are going to test their ability to follow directions. Allow them three minutes to complete the activity sheet.

When the three minutes are up, ask how many students followed all of the directions on the activity sheet.

Tell them to look at item number 10. Ask a volunteer to read that direction—they are to ignore directions three through nine. Explain that the only way to have known about skipping those numbers is to have read all of the directions before beginning.

Explain that when filling out applications for jobs, it is important to follow directions. The best way to do that is to read the directions very carefully. Tell them that if they don't understand a direction, they should ask for clarification. It is better to ask a question than to put something wrong on an application.

Part II   Questions *(15 minutes)*

Purpose: Students identify questions they may come across on applications.

1. Students identify situations in which they may need to complete applications.

Have students recall some of the times when they have had to fill out forms and applications in the past. Ask, "When might you need to fill out applications in the future?"

Explain that job applications, credit card applications, bank account applications, and information forms at the doctor or pharmacy are all examples of applications they will need to complete.

2. Students examine the information that a company may want to know about an applicant.

Ask students to imagine that they are the owners of a small convenience store and are looking to hire a part-time sales assistant. Ask them to think about what they would ask a person who has come to them about the job. Write student responses on the board.

Explain to students that one major purpose of an application is to give some basic information to a potential employer. This saves time when selecting qualified applicants. It is also important to complete applications accurately and neatly, as they are the first impression employers have of an applicant.

3. Students recognize that applications may have questions that ask for information they don't have.

Ask students if they see a question on the application that they can't answer. (Students may be unable to provide their Tax File number or the address of a previous employer.)

Explain to students that they must complete all sections of an application to be considered a serious candidate for a job or school. Remind them that unless a question clearly does not apply to them, they should make sure to answer everything.

Explain that in the next activity, students will learn how to deal with questions that they may not have answers to.

─────────────────────────────────────── **Part III   Apply!** *(20 minutes)*

Purpose: Students apply what they have learned by completing an application.

1. Students begin to fill out an application.

Tell students to select one of the sample applications to work on. Instruct students to fill out as much of the application as they can and to circle any questions they can't answer.

Allow students several minutes to complete the applications.

2. Students learn how to get the information necessary to complete an application.

When students have finished, ask them to share some of the questions that they could not answer. Write those questions on the board.

Ask students to identify ways to get the answers to those questions. List the solutions beside the questions. Explain that they can have a parent or family member supply Tax File numbers. The school principal or a school counselor can help with school records. Medical information can come from a doctor.

Explain to them that they should keep this information in a safe place as it will make completing applications easier.

Conclusion *(2 minutes)*

Ask students why it is important to fill out an application correctly. Ask them why this is a skill that they will use for the rest of their lives. Elicit from students the following **key points** that were taught in this lesson:

- It is important to follow directions on applications carefully.

- Be sure the information is accurate and the application looks neat.

- Be prepared. Have the information you will likely need to provide with you when you complete the application.

Student Assessment

1. What information should you have with you before filling out an application?

2. List three things you should be sure to do when filling out an application.

3. Complete any unanswered questions on your application from class as if you were going to give it to a potential employer (with the exception of your Tax File number).

LESSON EXTENSIONS

Using Quotations

"In the long run, men hit only what they aim at."

Ask students, "How does this quote apply to looking for a job? How does it apply to completing an application?"

Addressing Multiple Learning Modes

Have students begin a class list of special instructions found on job applications, with descriptions of what's expected. You may also want to create a list of common spellings and usage that might be troublesome (e.g., experience, its/it's, there/their/they're, etc.).

Have students use this information when completing applications.

Writing in Your Journal

Have students write about the importance of accurately completing job applications. They should answer the following questions: How can an application represent you? How can an application communicate your skills?

Using Technology

Have students use the internet to find a job they would like to have and list the qualifications identified in the job advertisement.

As a class, have students describe the jobs and qualifications they found. Discuss how students can use an application to describe how their qualifications are suited for their desired position.

Homework

Have students compile a list of companies that only employ through an online application and interview process.

Using Technology

Have students create a brief list of rules about filling out job applications with care.

DIRECTIONS

1. Write your name in the top right corner of the paper.

2. Fold the paper in half by bringing the top right corner to meet the top left corner and the bottom right corner to meet the bottom left corner.

3. Unfold the paper.

4. Tear off the bottom left corner of this paper.

5. Stand up.

6. Turn around in a circle.

7. Sit down.

8. Poke two holes in the middle of the paper.

9. Look through the holes.

10. Ignore directions three through nine on this paper.

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