

Module 7: Job Search

Topic: Steps to Completing a Job Application

Competency: Students will demonstrate skills to complete a job application.

Length: One class period

Objective: This activity provides students with experience in completing a job application.

Materials: Copies of the job application for each student

Description of Activity:

1. Have a class discussion about what an application form is. Ask students to share their ideas about the kinds of things they have seen on application forms that they have filled out in the past.
2. Inform students that they are all about to apply for a job with Radical Skateboard Company. Several job openings were advertised in the local paper. It said:
"Radical Skateboard Company requires after-school help in its skateboard packaging and shipping department. Six openings, ideal for motivated students looking for work two afternoons a week. Application forms available. Deadline is Friday."- 3. Have students read the career profile for Shipping and Receiving Clerk.
- 4. Give students the blank job application. Have them complete the application to the best of their ability, using real information if they can provide it. For the purposes of this activity, they can consider volunteer activities as previous employment. Remind students to highlight experiences they think would be useful in a product packaging and shipping department.

Of course, not all students will be able to provide real information for all parts of the job application -- they may not recall the starting date of a job or volunteer activity, for example. Explain that it is best not to leave information out of an application if you can help it. However, truthful, real information is very important on a real job application, so we will not make up information for this practice application. It is OK to leave some parts blank if necessary.

Tips for a Winning Job Application

- Be Prepared

Have all the information you will need to complete the job application. This includes the dates you started and ended your previous jobs and any contact information you wish to provide. A lot of this information will be included on your resume, which you should attach to the job application.

If the job application asks for information, you should write it on the application -- even if the information is already on your resume.

Also, try to research the company before you apply for a job. You can tailor your application for a particular job by highlighting the work experience and education you think are most appropriate.

- Follow Directions

Most job applications are very clear about the information you should provide. Pay attention to the instructions.

- Be Tidy

Few things will hurt your application more than sloppy handwriting and spelling mistakes. Be careful as you write your information down and think carefully about what you are saying. Some employers prefer -- or require -- you to complete the application by hand while others have you complete it on a computer.

Make sure you read your application again carefully before handing it in.

- Be Positive and Truthful

If asked, find a positive way to explain not-so-good things that may have happened in the past. One good tip is to be as brief as you can and save the details for an interview if they want to know more. Be truthful -- never lie on a job application.

Reflective Activity: Have students get with partners and review each other's applications to make sure that nothing has been missed.

Evaluation:

Students will be able to organize their personal information and correctly fill out a job application.

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Job Application Form

Company Name: _____

Position Applied For: _____

| | | | |
|---|-------------|----------------|---|
| Last Name | First Name | Middle Initial | Home Phone () |
| Other Name Used | | | Cell Phone () |
| Address | | | Business Phone () |
| Position Applying For | Referred By | | Salary Desired |
| Have you ever interviewed with the company before? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | If yes, list date(s), job title(s) and location(s) |
| Are you presently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | If yes, list date(s), job title(s) and location(s) |
| Do you have any relatives employed by the company? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | If yes, list date(s), job title(s) and location(s) |
| Are you at least 16 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | If under 18, do you have a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Would you be available for | | | |
| Shift Work? <input type="checkbox"/> Yes <input type="checkbox"/> No Weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No On Call? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

EDUCATION

Circle Highest Grade Completed:

| | | | | |
|-----------------|-------|----|----|----|
| High School | 9 | 10 | 11 | 12 |
| College | 1 | 2 | 3 | 4 |
| Graduate School | _____ | | | |

| School | Address | Major studies | Degree, Diploma License or Certificate |
|---|---------|---------------|---|
| High school | | | |
| College | | | |
| Vocational, Business | | | |
| List Any Professional Designations | | | |
| Other Special Knowledge, Skills or Qualifications | | | |

FOR CLERICAL APPLICANTS ONLY:

| | |
|---|-------------|
| Do You Type? <input type="checkbox"/> Yes <input type="checkbox"/> No | If Yes WPM: |
| Computer Skills (Hardware/Software) | |

Location: d/lesson plans/2006 LP

Employment History

List all the jobs you have held during the past 10 years, starting with the most recent position. All information **must** be completed. You may attach a resume, but not in place of completing the required information.

| | | | |
|---------------------------|------------------|--------------------|-----------------|
| Employed From: / / | Employer Name | Supervisor Name | Starting Salary |
| Employed Until: / / | Employer Address | Supervisor Phone | Ending Salary |
| Job Title | | Reason For Leaving | |
| Duties & Responsibilities | | | |
| | | | |
| | | | |

| | | | |
|---------------------------|------------------|--------------------|-----------------|
| Employed From: / / | Employer Name | Supervisor Name | Starting Salary |
| Employed Until: / / | Employer Address | Supervisor Phone | Ending Salary |
| Job Title | | Reason For Leaving | |
| Duties & Responsibilities | | | |
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|---------------------------|------------------|--------------------|-----------------|
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| Job Title | | Reason For Leaving | |
| Duties & Responsibilities | | | |
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|---------------------------|------------------|--------------------|-----------------|
| Employed From: / / | Employer Name | Supervisor Name | Starting Salary |
| Employed Until: / / | Employer Address | Supervisor Phone | Ending Salary |
| Job Title | | Reason For Leaving | |
| Duties & Responsibilities | | | |
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Shipping and Receiving Clerk

What They Do

Verifies and keeps records of incoming and outgoing shipments. Prepares items for shipment. Duties include addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transport of products.

A person in this career:

- Uses computers to record shipment data, such as weight, charges, damages, and discrepancies.
- Determines the best shipping method for materials, using knowledge of shipping procedures, carriers, and rates.
- Contacts carrier representatives to make arrangements for shipping and delivery of materials.
- Packs, seals, labels, and affixes postage to prepare materials for shipping, using hand tools, power tools, and postage meters.
- Prepares work orders, bills of lading, and shipping orders to route materials.
- Computes amounts, such as space available and shipping or storage charges.
- Confers with other staff to resolve problems such as damages and shortages.
- Routes materials to appropriate departments.
- Requisitions and stores shipping materials and supplies to maintain an inventory of stock.
- Examines content and compares with records to verify accuracy of incoming or outgoing shipment.

Basic Skills

The following skills are important for this career:

- Reading comprehension - medium (Level 4)
- Active listening - medium (Level 4)
- Writing - medium (Level 4)
- Speaking - medium (Level 4)
- Mathematics - medium (Level 4)
- Critical thinking - medium (Level 4)
- Active learning - medium (Level 3)
- Learning strategies - medium (Level 4)
- Monitoring - medium (Level 3)

Is This For You?

Interests:

The following categories describe the work interests (compatible with Holland's Model) of people who tend to succeed in this career:

Conventional -- You are an "organizer". Keeping things neat and organized is important to you. You like working with charts and reports, and work well with power and authority.

Realistic -- You are a "doer". You like physical activities and projects. You like to find the answers to problems by doing hands-on work instead of talking about solutions.

Work Values:

Work values are aspects of work that are satisfying to you. The following work values are generally associated with this career.

Relationships -- It's very important to you that you have friendly co-workers. You would like to be of service to others without compromising your sense of right and wrong.

Support -- It's very important to you to know the company stands behind its workers and has competent, considerate and fair management.

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