Lesson Plan #1

Title: Completing a Job Application

Objective: Students will gain experience in completing a job application.

Materials: Work Readiness Certificate Job Application and Job Application Rubric

Equipment: Document Camera, Projector and Computers

Procedures:

I. Introduction
1. Talk about what a job application is
2. Ask the students what they think may appear on a job application

II. Job Application Form
i. Hand out the "Work Readiness Certificate Job Application" to students
ii. Go over the main sections of the application (use document camera and projector to project application)
1. Contact Information
2. Education
3. Employment History
iii. While you go over the application, stress how the information is to be written
1. Not all in caps
2. Be neat
3. Answer all of the questions
iv. Students will now do a simulated on-line application on the computer
v. Have the students type-in the following website:
1. http://www.stratford.lib.ct.us/job/practiceapplication.html
2. If it does not load, reload the website
vi. Have the students proceed
vii. Walk around to make sure that the students are on-task
viii. Once all the students are done, inquire on their experiences with the on-line process
ix. Lastly, have the students apply for the summer work program on-line: http://www.hirelayouth.com/syepapplication/intro.html

III. Assessment
a. Use the "Job Application Rubric" form to evaluate the handwritten application.
b. Score needs to be at least 16 points out of 20 points (80%) to pass.

IV. Next Steps
1. Transition to the resume lesson plan (Lesson Plan #2)

Employment Application – (Please type then print out this application to submit at your WRC appointment)

Applicant Information

Full Name: **Mora**   **Luis**   Date: _____
          Last   *First*   *M.I.*

Address: _____
        Street Address   *Apartment/Unit #*

_____
       City   *State*   *ZIP Code*

Phone: (___) _____   E-mail Address: _____

Date Available: _____   Social Security No.: **XXX-XX-**_____   Desired Salary: $ _____

Position Applied for: _____

	YES	NO		YES	NO
Do you have the legal right to work in the U.S.?	☐	☐	Can you provide written proof of this if hired?	☐	☐
Have you ever worked for this company?	☐	☐	If so, when? _____		
Have you ever been convicted of a felony?	☐	☐			

If yes, explain: _____

Education

High School: _____   Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

College: _____   Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____   Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three professional references.

Full Name: _____   Relationship: _____

Company: _____   Phone: (___) _____

Address: _____

Full Name: _____   Relationship: _____

Company: _____   Phone: (___) _____

Address: _____

Full Name: _____   Relationship: _____

Company: _____   Phone: (___) _____

Address: _____

Previous Employment

Company: _____ Phone: ( ) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: $ _____ Ending Salary: $ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: ( ) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: $ _____ Ending Salary: $ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: ( ) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: $ _____ Ending Salary: $ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Job Application Rubric

High School: _____

Student: _____
Reviewer: _____

If the student's performance lies between two columns, award 2 or 4 points. Circle criteria that reflect student's performance and write specific comments on overall performance at the bottom of the page.

Competency	Needs Work 1 Point	2	We're considering you... 3 Points	4	You're Hired! 5 Points	Score
Presentation/ Format	• Overall appearance is not clean and neat • Printing needs to be improved; several inconsistencies in size		• Overall appearance is clean and neat. • Printing could be improved.		• Overall appearance is clean, neat, and professional looking • Printing is consistent in size and legible	
Completeness	• Some or few sections answered thoroughly and/or appropriately		• Most sections answered thoroughly and/or appropriately		• All sections answered thoroughly and appropriate	
Grammar	• 4 or more errors in verb tense, capitalization and/or punctuation		• 3 or fewer errors in verb tense, capitalization and/or punctuation		• Correct verb tense, capitalization and punctuation used throughout the application	
Spelling	• 4 or more spelling errors		• 3 or fewer spelling errors		• No spelling errors	

Total Score:

Comments