

B11-L1

|   |   |  |                       |
|---|---|--|-----------------------|
| <b>Complete Application Form</b>  |   | Core Competency: B11   | Level 1, Introductory |
| Complete Application Forms  |   |  |                       |
| Time to complete: 60 minutes  |   |  |                       |
| <b>Objectives</b>   | Upon completion of this lesson students will be able to:<br>1. Understand the need for a job application form.<br>2. Complete a simple job application form (mock). |  |                       |
| <b>Cross Competencies</b>   |   |  |                       |
| <b>Core Standards</b>   | Career and Vocational/Technical Education: Content Standards 1, 4 and 5<br>Workplace Competencies : Content Standards 1, 3 5 and 6                                  |  |                       |
| <b>Resources</b>  |   |  |                       |
| <b>Materials in Lesson Plan</b>   | <b>Other Supplies Required</b>  | <b>Supplemental Resources</b>  |                       |
| <ul style="list-style-type: none"> <li>B11L1WS1 What is a Job Application</li> <li>B11L1PP1 Job Applications</li> </ul> |   | <ul style="list-style-type: none"> <li>Student Job Portfolios</li> <li><i>The Job Hunting Handbook</i>, 4th Edition, Dahlstrom &amp; Co</li> <li>Application forms from various companies</li> </ul> |                       |

| MCA              | Portfolio Project                          | Guest Speakers  | Program of Work        |
|------------------|--|-----------------|------------------------|
|                  | Add completed job application to portfolio |                 |                        |
| Civic Engagement | Indian Education for All                   | Career Pathways | Competitive Events     |
|                  |  |                 | Employment Preparation |

| <b>Suggested Instructional Approach</b> |   | <b>Notes</b> |
|---|---|--------------|
| <b>Introduction</b>                     | Applications are a way of life. You need to complete them to get credit. You need to complete one to get a driver's license. And, of course, you often need to complete one to obtain a job. Most companies require that all candidates complete a job application form before they will even consider that person as a candidate for a job. Next to the resume, the application is the employer's best opportunity to find out more about the candidate.   |              |
| <b>Preparation</b>                      | <ul style="list-style-type: none"> <li>• Make copies of student handouts.</li> <li>• If you will be doing supplemental activities, make copies or arrange for the resource as needed.</li> </ul>  |              |
|   | <ol style="list-style-type: none"> <li>1. Present <u>B11L1PPT1 Job Applications</u>. This will give your students an excellent overview of the importance of the application form.</li> <li>2. Distribute <u>B11L1WS1 What is a Job Application</u>. Review information and directions with the students.</li> <li>3. Remind students they should have information needed to complete application in their Job Portfolio.</li> <li>4. Review completed applications.</li> <li>5. Discuss with students the importance of accurately completing the application. Read the disclaimer in the signature box, and discuss what this means.</li> </ol> |              |
| <b>Assessment</b>                       | The completed application will be the assessment.   |              |
| <b>Supplemental Activities</b>          | <ul style="list-style-type: none"> <li>• Obtain application forms (job and other types) and have students complete them. As a reality check, you could have students complete a form before providing any application completion information and then critique the completed forms and discuss them.</li> </ul>   |              |