

		B11-L2
Job Application		Core Competency: B11 Level 2, Intermediate
Complete a job application		
Time to complete: 180 minutes		
Objectives	Upon completion of this lesson students will be able to: 1. Complete a job application form (real). 2. Identify and understand words and sections commonly used in job application forms.	
Cross Competencies	H 75 Demonstrate familiarity with a variety of technologies	
Core Standards	Career and Vocational/Technical Education: Content Standards 1, 4 and 5 Workplace Competencies: Content Standards 1, 3, 5 and 6	
Resources		
Materials in Lesson Plan	Other Supplies Required	Supplemental Resources
<ul style="list-style-type: none"> • B11L2HO1 Perfect Job Application • B11L2WQ1 Job Application • B11L2Q1 Job Application Quiz • B11L2Q1 Key 		<ul style="list-style-type: none"> • <i>The Job Hunting Handbook</i>, 4th Edition, Dahlstrom & Co. • FEFE curriculum has a great lesson using <i>The Bee Movie</i>: http://fefe.arizona.edu/lessonplans/bee-movie • <i>The Bee Movie</i>

MCA	Portfolio Project	Guest Speakers	Program of Work
		Invite an employer to discuss job application forms and their use. The employer could also provide a copy of the application form used by his or her company.	
Civic Engagement	Indian Education for All	Career Pathways	Competitive Events
			Employment Preparation

Suggested Instructional Approach		Notes
Introduction	<p>Choosing a career is a difficult decision for young adults to make. However, it is a very important decision. The average person will spend a significant amount of time at work in their daily schedule. The career they chose must provide them with a sense of satisfaction and be a proper balance to support the fulfillment of their individual values. There are several variables which influence an individual's decision including an analysis of their strengths and weaknesses, future demand for a career, work style conditions and more. Through identifying with a young worker bee in <u>A Bee Movie</u>, students will be able to recognize the advantages and disadvantages of career choices as well as analyzing their personal values and understanding the impact a career has on family and friends.</p> <p>Why do employers request that applicants complete a job application? They use them to obtain information about potential employees. They also use them to screen out unqualified job seekers. But a poorly completed job application can also screen out a qualified applicant. This is an applicant's second chance (next to the resume) to make his mark with a potential employer.</p>	
Preparation	<ul style="list-style-type: none"> • Make copies of student handouts. • If you will be doing supplemental activities, make copies or arrange for the resource as needed. 	

	<ol style="list-style-type: none"> 1. You may access FEFE lesson plan using The Bee Movie to introduce this unit. http://fefe.arizona.edu/lessonplans/bee-movie. 2. Distribute <u>B11L2HO1 The Perfect Job Application</u>. Review information with the students and expectations for the completed application. 3. Review completed applications 4. Distribute <u>B11L2WQ1 Job Application</u>. Review internet safety and expectations. 5. Review student notes and completed applications. 6. Encourage students to place the completed applications in their Job Portfolio for later reference. 7. <u>Distribute B11L2Q1 Job Application Quiz</u> 	
<p>Assessment</p>	<p>The completed portfolio will be the assessment along with <u>B11L2Q1 Job Application Quiz</u></p>	
<p>Supplemental Activities</p>	<ul style="list-style-type: none"> • Invite an employer to discuss job application forms and their use. The employer could also provide a copy of the application form used by his or her company. • Register On-line with Montana Job Service www.jobs.mt.gov 	