



Topic:

Steps to Completing a Job Application

Competency:

Students will demonstrate skills to complete a job application.

Estimated Length:

One month (3-4 classes)

Objective:

This activity lets students experience completing a job application.

Materials:

Copies of the job application for each student

Description of Activity:

1. Discuss what an application form is. Ask your students to share their stories about what things they have seen on previous application forms
2. **SCENARIO:** Inform students that they are all about to apply for a job with *Extreme Slope Productions (ESP)*. The local newspaper advertisement reads:
 - a. *Extreme Slope Promotions (ESP) requires after-school help in its ropes course packaging and shipping department. Six openings, ideal for motivated students looking for work two afternoons a week. Application forms available. Deadline is Friday, March 15. Call (901) 525-0281 to set up an appointment.*
3. Have students read the provided career profile for Shipping and Receiving Clerk.
4. Give students the blank job application.
 - a. Let them complete the application to the best of their ability, using whatever real information they can provide. They can consider volunteer activities as previous employment, for this activity. **Remind students to highlight experiences they think would be useful in a product packaging and shipping department.**
 - b. Even if they are not 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—explain that it is best not to leave information out of an

application, if possible. However, truthful, accurate information is very important on a real job application, so help them avoid fabricating information on the practice application. Leaving some answers blank is acceptable

Tips for a Winning Job Application

Cover each tip very carefully—particularly vocabulary definitions and usage, answering each student’s question, as well as possible.

Be Prepared

- Have all the information you will need to complete the job application.
 - a. 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.
 - b. If the job application asks for information, you should write it on the application—even if the information is already on your resume.
 - c. 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 and education experiences 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 Neat

- Few things will hurt your application more than careless handwriting and spelling mistakes. Be careful as you write your information down and think carefully about what you are saying. Some employers require you to complete the application by hand, while others will have you complete it on a computer. Make sure you read your application again carefully before returning it.

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 (or teacher) and review each other's applications to ensure that nothing has been missed.

Evaluation:

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

Job Application Form

<i>Job Application Form</i>			
Company Name			
Position Applied For			
Last Name		First Name	Middle Initial
Other Name Used	Home Phone ()	Business Phone ()	Cell Phone ()
Address		Referred By	
Position Applying For		Salary Desired	
Have you ever interviewed with the company before? (Circle YES or NO) Yes No		If yes, list date(s), job title(s) and location(s)	
Are you presently employed? (Circle YES or NO) Yes No		If yes, list date(s), job title(s) and location(s)	
Do you have any relatives employed by the company? (Circle YES or NO) Yes No		If yes, list date(s), job title(s) and location(s)	
Are you at least 16 years old? (Circle YES or NO) Yes No		If you are under 18, do you have a work permit? (Circle YES or NO) Yes No	
Would you be available for: (Circle YES or NO) Shift Work? Yes No Weekends? Yes No On Call? Yes No			

EDUCATION

Circle Highest Grade Completed:	High School 9 10 11 12 College 1 2 3 4 Graduate School
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School	Address	Major Studies	Degree, Diploma, License, Certificate
High School			
College			
Vocational/Business			

Professional Designations
Special Skills

FOR CLERICAL APPLICANTS ONLY:

Do You Type? Check YES or NO
YES <input type="checkbox"/> NO <input type="checkbox"/> If Yes, how many words per minute (WPM)?
Computer Skills (Hardware/Software)

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
Employer Address		Supervisor Phone	Ending Salary
Job Title		Reason For Leaving	
Duties & Responsibilities			

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

Employed From: //	Employer Name	Supervisor Name	Starting Salary
Employer Address		Supervisor Phone	Ending Salary

Job Title	Reason For Leaving
Duties & Responsibilities	

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

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

Shipping and Receiving Clerk

What They Do

Verify and keep records of *incoming* and *outgoing* shipments. Prepare 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.

Job Responsibilities:

- Use computers to record shipment data, including weight, charges, damages, and
- Determine the best shipping method for materials, using knowledge of shipping procedures, carriers, and rates.
- Contact carrier representatives to make arrangements for shipping and delivery of materials.
- Pack, seal, label, and affix postage to prepare materials for shipping; using hand tools, power tools, and postage meters.
- Prepare work orders, bills of lading, and shipping orders to route materials.

- Compute amounts, such as space available and shipping or storage charges.
- Confer with other staff to resolve problems such as damages and shortages.
- Route materials to appropriate departments.
- Requisition and store shipping materials and supplies to maintain an inventory of stock.
- Examine content and compare with records to verify accuracy of incoming or outgoing shipment.

Basic Skills

The following skills are important for this career:

-

Reading comprehension

- Medium

-

Active listening

- Medium

-

Writing

- Medium

-

Speaking

- Medium

-

Mathematics

- Medium

-

Critical thinking

- Medium

-

Active learning

- Medium

-

Learning strategies

- Medium

-

Monitoring

- Medium

Is This Job For You?

Interests:

People who tend to succeed in this career are:

Logical

-- 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.

Dynamic

-- 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 enjoyable 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.