

Job Application Activities

Skill: Filling out a job application

Objective: The student will be able to identify and answer questions on a typical job application.

Materials: Serving Up Success, Inc. Job Application (written and On-Line)
Index Cards
Vocabulary List
Various Job Applications

Procedures:

1. Give each student the Serving Up Success, Inc. job application. Ask them to fill it out to the best of their ability. Use this as a pre-test.
2. Begin by asking each student to state their full name, address, phone number, and birth date. Be sure to ask students specific questions such as "What is your area code?" "What is your zip code?" "What is your date of birth?"
If students do not have this personal information memorized, make each student an index card containing this information. Require each student to memorize the information.
3. Discuss each vocabulary word as it relates to a job application.
Vocabulary list: negotiable, as soon as possible, career preparation, male, female, gender, spouse, signature, felony, experience, initial, references, salary, and not applicable.
4. Hold your students accountable for knowing the meaning of these words and how to abbreviate these words. Play a competitive game and keep score. Give a teacher made test. Use these words as your spelling list.
5. Pass out the Serving Up Success, Inc. job application again. Model filling it out. Ask students to fill it out step by step along with you.
6. Upon completion, give the application out as a test. Obtain other job applications from various business establishments and allow students to practice with them.

7. Contact **Serving Up Success, Inc.** for on-line job application passwords.
8. Next, set up "mock" interviews. Pretend to interview each student for their job at the coffee shop. When possible, arrange for someone besides yourself to interview your students as well.
9. Items to discuss so students are prepared for their interview:
 - Dressing for an interview
 - Shaking hands when introducing yourself
 - Making eye contact
 - Body language- sitting up straight and speaking clearly
 - His or Her strengths and weaknesses
 - What are you doing in order to overcome these weaknesses (when stating a weakness, always have an improvement plan)
 - Giving notice when resigning
 - When are you available to work- be specific and realistic
 - Your goals
 - Writing thank you notes after interviews
 - Staying professional- do not discuss personal information
 - Preparation in answering questions about your employment history and attendance record
10. Questions for the interview:
 - What position are you applying for?
 - When are you available to work?
 - What are your strengths and weaknesses?
 - When resigning, would you give notice? If so, how long a notice?
 - What are acceptable reasons for missing work?
 - When do you call your manager to report that you won't be at work?
 - What is your attendance record at school or at your last job?
 - Are you reliable?
 - What are your goals?
 - How do you handle high pressure situations?
 - Are you organized?
 - Give me an example of how you stay organized.
 - Are you flexible?
 - Why are you seeking this job?
 - What would you do if it was cold and rainy and your job required you to be outside?

- Job Application Abbreviations and Words to Know

1. negotiable
2. as soon as possible (asap)
3. career preparation
4. male
5. female
6. spouse
7. signature
8. felony
9. experience
10. initial
11. gender
12. references
13. salary
14. not applicable (n/a)
15. birth date (D.O.B.)