**Employability**

**Core Area: Job Application**

**Topic Objectives:** Upon completion of this lesson students will be able to describe what a good versus a bad job application looks like. Students will practice filling out their own job applications

**Time Frame: 60** minutes

**Materials/Equipment:**

Computer, projector

Doc camera

Job applications samples

Blank job applications for students to fill out

**References:**

**Shiawassee RESD Employability Lessons and Mock Interview Manual.**

* Job application reference page

**Teaching Procedure:**

1. **Interest Approach:**
   1. Roleplaying (20 min)
      1. Project copy of example of bad job application
      2. Ask students to share what they see that is “Wrong” with the application. Students often have an easier time telling your what is wrong with their paper then talking about the right way to do something; be prepared for spirted conversation. When they point out something that is wrong lead them to tell you how to improve it.
2. **Teaching Steps:**
   1. Activity – “How to fill out a job application”
      1. Project a good job application form the provided samples
      2. Go through each area of the application with them.
      3. Key points to hit include:
         1. N/A means not applicable, not IDK (I Don’t Know).
         2. Don’t leave anything blank.
         3. Don’t type “see resume”.
         4. It is okay to ask to take it home, but try to come prepared.
         5. If you fill it out at the potential employer location, then treat that time like an interview.
         6. Be as neat as possible.
         7. More ideas can be found on the “Job Application Reference Page.”
3. **Evaluation:**
   1. Have students fill out their own job application.
   2. Note: this may have to be homework so they can find names and addresses if it is a standalone assignment; however, if you do it after the resume unit, students should be able to use the information off their resume to complete it in class. Doing this assignment after they complete their resume will help drive home the point that you need to take a copy with you when applying for jobs.