

Apply for a Job

Unit: World of Work Skills

Problem Area: Demonstrate Employability Skills

Lesson: Apply for a Job

- **Student Learning Objectives.** Instruction in this lesson should result in students achieving the following objectives:

- 1 Identify personal strengths and weaknesses.**
- 2 Conduct a job search using various media.**
- 3 Complete a job application.**

- **List of Resources.** The following resources may be useful in teaching this lesson:

CareerOneStop. Accessed September 14, 2010.

<<http://www.careeronestop.org/studentsandcareeradvisors/studentsandcareeradvisors.aspx>>.

“Hourly, Part-time and Summer Employment,” *Snagajob.com*. Accessed July 7, 2008. <<http://www.snagajob.com>>.

“Sample Job Applications,” *Neighborhood Link*. Accessed July 7, 2008. <<http://www.nhlink.net/employme/example.htm>>.



■ List of Equipment, Tools, Supplies, and Facilities

- ✓ Overhead or PowerPoint projector
- ✓ Visual(s) from accompanying master(s)
- ✓ Copies of sample test, lab sheet(s), and/or other items designed for duplication
- ✓ Materials listed on duplicated items
- ✓ Computers with printers and Internet access
- ✓ Classroom resource and reference materials

■ Terms. The following terms are presented in this lesson (shown in bold italics):

- ▶ strengths
- ▶ weaknesses

■ Interest Approach. Use an interest approach that will prepare the students for the lesson. Teachers often develop approaches for their unique class and student situation. A possible approach is included here.

Ask students what a high school graduate should enter in the application space reserved for “work experience.” Sara K. Clarke, writing in the Orlando (Fla.) Sentinel, encourages high school students to get hands-on experience with businesses by working as an intern or participating in a work-based learning program. She reminds schools that small businesses, in particular, benefit from these programs because their resources are minimal, and students provide a rich source of knowledge and perspective. A work-based learning program can provide not only post-graduation opportunities, but also experience to list on resumes and applications. Discuss how people know what jobs they should apply for. Have students visit CareerOneStop at <http://www.careeronestop.org/studentsandcareeradvisors/studentsandcareeradvisors.aspx>.

SUMMARY OF CONTENT AND TEACHING STRATEGIES

Objective 1: Identify personal strengths and weaknesses.

Anticipated Problem: How are personal strengths and weaknesses identified?

- I. Identifying personal strengths and weaknesses
 - A. The identification of personal **strengths**, personality traits and skills in which one has confidence and excellence, and **weaknesses**, personality traits and skills in

which one does not have confidence or excellence, allows an applicant to analyze the best potential job placement.

1. Methods to identify strengths and weaknesses
 - a. Create a side-by-side list where the applicant can create a self-analysis of personal strengths and weaknesses.
 - b. Utilize a program, such as Career Cruising, that asks a variety of work-based questions and produces results on work strengths and weaknesses.
- B. Determine the workplaces most suitable to an applicant's strengths and weaknesses.
 1. Strong personal and social skills may lead to positions such as sales or customer service.
 2. Strong mathematical and analytical skills may lead to positions such as book-keeping or banking.
 3. Strong hands-on and physical skills may lead to positions involving physical labor, such as landscaping or mechanics.

Many techniques can be used to help students master this objective. If no computerized form of personal analysis is available, have students first utilize VM-A to define strengths, weaknesses, and workplace desires. Students can also utilize resources from the CareerOneStop Web site, <http://www.careeronestop.org/studentsandcareeradvisors/studentsandcareeradvisors.aspx>. Guide students in the completion of the online career interest activities, or reproduce the activities for students to complete in class. Then, conduct a discussion with students to analyze their unique situations. Recommend potential jobs that may complement students' strengths and allow them to enhance any weaknesses.

Objective 2: Conduct a job search using various media.

Anticipated Problem: How can one find a suitable job once strengths and weaknesses are identified?

- II. Conducting a job search
 - A. Classified advertisements in local and national newspapers list current job openings.
 - B. Web sites exist to help in the employment search.
 - C. Word-of-mouth searches involve acquaintances who may be able to recommend a job opening.

Many techniques can be used to help students master this objective. Bring in clippings from local classifieds that students may browse once their own strengths, weaknesses, and potential jobs are identified. If a computer lab is available, this may be expanded to include job search Web sites, such as

http://www.snagajob.com or http://www.monster.com. Reproduce LS–A for all students. Then, using LS–A, students should again list their strengths, weaknesses, and potential jobs and include at least three examples of job openings, either in local classifieds or online, that may be suitable. They should cut and paste the actual job posting on the LS–A.

Objective 3: Complete an application.

Anticipated Problem: How does one complete a job application?

III. Completing a job application

- A. Obtain or print at least two applications to allow for entry errors. Use one application form for practice and the second for submission.
- B. Read all instructions carefully. The application may ask that applicants use “blue ink” or “black ink” or “all capital letters.” Follow application directions precisely. Generally, when filling out a job application by hand, using blue or black ink is preferable to using a pencil or marker.
- C. Complete all of the application’s information queries and leave no blank spaces. If a category does not apply, write “N/A” (not applicable), rather than leaving the space blank.
- D. Be creative when listing previous employment experience. Consider listing jobs such as babysitting, newspaper delivery or volunteer work, as certain skills and strengths (e.g., timeliness, attention to detail, human relations skills) are utilized in these functions.
- E. Have a friend or teacher review the application thoroughly before you submit it to a potential workplace.
- F. Consider carrying a completed application in your wallet as a reference for future application submissions. Accessible dates, phone numbers, and other personal data make applying for the next job easier.

Many techniques can be used to help students master this objective. Use VM–B as a visual or as a handout. Locate blank applications from local businesses or use samples obtained from the Internet resource Sample Job Applications at <http://www.nhlink.net/employe/example.htm>.

- **Review/Summary.** Use the student learning objectives to summarize the lesson. Have students explain the content associated with each objective. Student responses can be used in determining which objectives need to be reviewed or taught from a different angle.
- **Application.** Use the included visual masters and lab sheet to apply the information presented in the lesson.

- **Evaluation.** Evaluation should focus on student achievement of the objectives for the lesson. Various techniques can be used, such as student performance on the application activities. A sample written test is provided.

- **Answers to Sample Test:**

Part One: True/False

1. F
2. T
3. F
4. F
5. T
6. T

Part Two: Short Answer

1. Answers will vary but may include elements of the following: “Identifying personal strengths and weaknesses when applying for a job is important because it allows someone to apply for a job that values what the applicant does best.” or “Identifying personal strengths and weaknesses before applying for a job is important because working at something you love makes the job fun.”
2. Answers will vary, but would include three of the following: Use ink when submitting an application by hand; Read instructions carefully; Receive or print at least two applications, one for practice and a second for submission; Use “N/A” when an application category may not apply; Have a friend or teacher review your application before you submit it.

Part Three: Completion

1. strength
2. classifieds
3. pen (or ink pen)
4. “N/A”
5. word-of-mouth
6. math or analytical

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► Part One: True/False

Instructions: Write *T* for true or *F* for false.

- ___ 1. Everyone has the same personal strengths so everyone performs well at any job.
- ___ 2. An example of a suitable job for someone with strong social skills is a retail salesperson.
- ___ 3. Local newspapers list current job openings in the real estate section.
- ___ 4. When completing an application, it is permissible to leave a line blank.
- ___ 5. Use ink when completing an application by hand.
- ___ 6. Ask a friend or teacher to review an application before submission.

► Part Two: Short Answer

Instructions: Complete the following.

1. Why is it important to identify personal strengths and weaknesses before applying for a job?

2. List three specific guidelines for completing a job application.



► Part Three: Completion

Instructions: Provide the word or words to complete the following statements.

1. A _____ is a personality trait or skill in which one has confidence and excels.
2. The _____ section of a local newspaper lists current job openings.
3. A job application filled-in by hand should be written with a _____ rather than a pencil or maker.
4. When information does not apply on an application, you should write _____ on that line.
5. Finding out about a job opening from a friend or someone you know is called _____.
6. Someone who wants to work at a bank should have strong _____ skills.

IDENTIFY PERSONAL STRENGTHS AND WEAKNESSES

- ◆ Strengths—personality traits and skills in which one has confidence and excellence
 - Examples: goal-oriented, artistic, problem solver, innovative, creative, hard-working, mathematics, logical
- ◆ Weaknesses—personality traits and skills in which one has does not have confidence or excellence
 - Example: problem solving, proofreading, mathematics, organization, follows procedures
- ◆ Potential Jobs—jobs that allow one to utilize the identified strengths and improve upon identified weaknesses

Based on your own strengths and weaknesses, what are potential jobs for which you might apply?



GUIDELINES FOR COMPLETING A JOB APPLICATION

1. Receive or print at least two applications to allow for printing errors
2. Read instructions carefully. (blue or black ink versus pencil or marker)
3. Complete all application information queries and leave no blank spaces. When a category does not apply, write “N/A” (not applicable), rather than leaving the space blank.
4. Be creative when listing previous employment (babysitting, newspaper delivery, volunteering).
5. Have a friend or teacher review application thoroughly before you submit it to a potential workplace.
6. Carry a completed application for quick reference when filling out the next application.



Conducting a Job Search

Purpose

The purpose of this activity is to identify suitable jobs based on your strengths and weaknesses.

Objectives

1. Use local newspaper classifieds and/or the Internet to find suitable jobs based on your self-analysis of personal strengths and weaknesses.
2. Identify at least 5 job openings that best suit your strengths, weaknesses and ability to travel for work.
3. Complete applications for two positions.

Materials

- ◆ lab sheet
- ◆ scissors
- ◆ glue
- ◆ list of personal strengths and weaknesses identified with *CareerOneStop* online or other inventory worksheet
- ◆ local newspaper classified advertisements
- ◆ computers with printers and Internet access to utilize <http://www.snagajob.com>, <http://www.monster.com>, or other job search Web sites



Procedure

1. List your previously identified strengths and weaknesses in the space provided.
2. List the potential jobs identified by analyzing your strengths and weaknesses in the space provided.
3. Browse through local newspaper classified ads to identify jobs that interest you and for which you are qualified. Cut and paste newspaper classifieds in the space provided.

4. Browse through Internet classified ads to identify jobs that interest you and for which you are qualified. Print, cut, and paste the Internet ads in the space provided.

5. Receive or print job applications for two positions shown in the advertisements. Complete the job applications and attach them to this lab sheet.