

Complete a Job Application

Unit: Career Exploration

Problem Area: Career Planning and Job Seeking

Lesson: Complete a Job Application

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

- 1 Identify terms and abbreviations commonly found on a job application.**
- 2 Identify guidelines for completing a job application.**
- 3 Identify common job application mistakes.**

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

Badash, Shirley, and Doreen Chesebro. *Introduction to Health Occupations: Today's Health Care Worker*, 6th ed. Prentice Hall, 2004.

"Career Resources Toolkit for Job-Seekers," *Quintessential Careers*. Accessed September 1, 2007.

<http://www.quintcareers.com/career_resources.html>.

"Job Application Center," *About.com: Job Searching*. Accessed September 1, 2007.

<<http://jobsearch.about.com/od/jobapplications/a/jobapplication.htm>>

McCutcheon, Maureen, and Mary Phillips. *Exploring Health Careers*, 3rd ed. Thomson Delmar Learning, 2006.



■ **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):

- ▶ convicted
- ▶ dependents
- ▶ felony
- ▶ forename
- ▶ given name
- ▶ maiden name
- ▶ references
- ▶ surname
- ▶ work history

■ **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.

Survey the class to determine how many students are currently employed, and how many students have never had a job or applied for a job. Ask students about the variety of ways a job-seeker can apply for a job. Write student answers on a whiteboard or flipchart. Briefly discuss how important the application process is in securing an interview and a position. Tell students that this lesson will discuss the job application process, specifically the job application form and the application or cover letter.

SUMMARY OF CONTENT AND TEACHING STRATEGIES

Objective 1: Identify terms and abbreviations commonly found on a job application.

Anticipated Problem: What terms and abbreviations are commonly found on a job application?

I. Terms and abbreviations commonly found on a job application

A. Terms

1. **Surname** is a term commonly used on a job application that refers to the applicant's last name or legal name.
2. **Forename** or **given name** are terms commonly used on a job application that refer to the applicant's first name.
3. **Maiden name** is a term commonly used on a job application that refers to a female applicant's last name before marriage.
4. Residential address or permanent address refers to the applicant's home address.
5. **Dependents** are those individuals that one supports financially, such as children.
6. Next of kin refers to your closest relative. In most cases, this will be a person's parents or legal guardians.
7. **Work history** is a list of previous jobs and employers for whom you have worked.
8. **References** are individuals who can recommend you for a job, or speak about your character.
9. **Convicted** refers to being found guilty of a crime in a court of law. Many job applications ask if the applicant has ever been found guilty of a felony.
10. A **felony** is a crime more serious than a misdemeanor that may be punishable by imprisonment.

B. Abbreviations

1. D.O.B.—date of birth
2. SS#—social security number
3. Co—company
4. Zip—zip code
5. Mo—month
6. Yr—year
7. Tel—telephone number
8. No—number

Many techniques can be used to help students master this objective. Use VM–A. Have several sample job applications available for students to review, or have students bring in an application from a job site and compare the application forms.

Objective 2: Identify guidelines for completing a job application.

Anticipated Problem: What are some guidelines for completing a job application?

II. Guidelines for completing a job application

- A. Job applications often involve completing a written or on-line job application form provided by the employer. Applicants should heed the following guidelines for completing a job application.
1. Understand that the job application communicates important information about you to the employer.
 - a. Job interests
 - b. Skills, education, and job history or experience
 - c. Availability to work
 - d. Ability to spell, communicate effectively in writing, and to follow directions
 2. Have the necessary documents and items available.
 - a. Black or blue pen; no other colors of ink
 - b. List of all previous employers, including
 - (1) name, address, phone number of company
 - (2) name, title of immediate supervisor
 - (3) start date and end dates of employment
 - (4) starting and ending salaries
 - (5) reasons for leaving
 - c. List of where you attended school, including name, address, city and state
 - d. Social Security number
 - e. Driver's License number
 - f. List of references (at least 3), including
 - (1) name, address, city/ state, phone number
 - (2) their position or title
 - (3) indication of their relationship to applicant
 3. Consider using erasable pen; do not use pencil.
 4. Write legibly; consider printing.
 5. Use proper grammar and spelling.
 6. List most recent job first when completing work history.
 7. List most recent schools first when completing education history.
 8. Read and follow all directions carefully.
 9. Do not leave blank spaces; write N/A when data is not applicable.

10. Always be completely honest.
 11. Be specific with regards to your availability; know when you can start and when you are available to work.
 12. Double-check all information before turning in an application.
 13. Do not forget to sign the completed application.
 14. Always state a positive reason for leaving a job (i.e. to take a more challenging position; to concentrate on school work).
 15. Ask permission before you use someone as a reference!
 16. You are not required to answer questions about race, religion, sex, marital status, children, or financial status.
- B. Job applicants should also consider submitting an application letter (cover letter) in business letter format.
1. Block or modified block style; equal margins
 2. Return address of applicant
 3. Recipient's name and address
 4. Salutation (greeting)
 5. Body of letter
 - a. Paragraph one—why you are writing; position you are applying for; how you learned of the position; your interest in the position
 - b. Paragraph two—describes your qualifications for the job and how you fit job requirements; gives examples of your skills
 - c. Paragraph three—briefly restates your interest and qualifications; asks for interview or states your intended plan to follow up
 6. Formal closing, followed by signature and typed name
 7. Enclosure (i.e. résumé; application)
- C. Job applicants should also consider submitting a résumé. (A separate lesson on writing a résumé is provided.)

*Many techniques can be used to help students master this objective. Instruct students to read *Introduction to Health Occupations: Today's Health Care Worker, 6th ed. (Chapter 14, Unit 1)*, or *Exploring Health Careers, 3rd ed. (Chapter 1)*. Use VM–B and LS–A focusing on job applications, and VM–C and VM–D focusing on application or cover letters. Students could also be encouraged review application guidelines using the recommended Internet resources.*

Objective 3: Identify common job application mistakes.

Anticipated Problem: What are some common job application mistakes?

III. Common job application mistakes

- A. Misspelled words
- B. Grammatical errors
- C. Crossed out writing
- D. Sloppy and illegible writing
- E. Wrinkled, messy, or dog-eared application pages
- F. Inaccurate or incomplete information
- G. Unanswered questions
- H. Not following directions
- I. Forgetting to sign the completed application
- J. Negative statements regarding reasons for leaving previous job
- K. Neglecting to include references

Many techniques can be used to help students master this objective. Use VM–E. Students could also be encouraged to review job application guidelines using the recommended Internet resources. Have students complete a sample job application using LS–A. Have students critique each other’s applications based on compliance to recommended guidelines learned in this lesson.

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. Questions at the ends of chapters in the textbook may also be used in the review/summary.

Application. Use the included visual masters and lab sheet to apply the information presented in the lesson. Students can be instructed to obtain a job application from a local organization and to complete the application following the guidelines presented in the lesson. Students should also complete a rough and final draft of a cover letter in order to practice their job application skills. Instructors might consider asking a human resource director from a local business to review student applications and cover letters as a way of providing feedback for students.

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: Matching

1. b
2. g
3. h
4. c
5. a
6. e
7. f
8. d

Part Two: True or False

1. F
2. F
3. T
4. F
5. T
6. F
7. F
8. T
9. F
10. T

Part Three: Completion

1. Date of birth
2. Social security number

Complete a Job Application

► Part One: Matching

Instructions: Match the term with the correct definition.

- | | |
|-------------------------|----------------|
| a. surname | e. maiden name |
| b. felony | f. references |
| c. forename; given name | g. convicted |
| d. work history | h. dependents |

- ____ 1. A crime more serious than a misdemeanor that may be punishable by imprisonment
- ____ 2. To be found guilty of a crime in a court of law
- ____ 3. Individuals that one supports financially, such as children
- ____ 4. Refer to the applicant's first name
- ____ 5. Refers to the applicant's last name
- ____ 6. Refers to a female applicant's name before marriage
- ____ 7. Individuals who can recommend you for a job, or speak about your character
- ____ 8. A list of previous jobs, and employers for whom you worked

► Part Two: True or False

Instructions: Write T for true or F for false.

- ____ 1. Job applications should always be done in pencil.
- ____ 2. On a job application, when a question does not apply to you, you should simply leave it blank.
- ____ 3. In addition to information on availability, your job application communicates information on your writing and communication skills, and your ability to follow directions.



- _____ 4. It is acceptable to complete your job application in red or green ink, provided the application is done neatly.
- _____ 5. On the job application, your most recent jobs should be listed first.
- _____ 6. Signing the completed application is not important.
- _____ 7. You are required to answer all questions about race, religion, financial and marital status.
- _____ 8. You should always ask permission before using someone as a reference on your job application.
- _____ 9. Accurate spelling and proper grammar are not really necessary on a job application.
- _____ 10. You should always give a positive reason for leaving a previous job.

► **Part Three: Completion**

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

- 1. The abbreviation “D.O.B.” that is commonly found on a job application refers to _____.
- 2. The abbreviation “SS#” that is commonly found on a job application refers to _____.

TERMS & ABBREVIATIONS COMMONLY FOUND ON JOB APPLICATIONS

| Term or Abbreviation | Meaning |
|---|---|
| Surname | Last name |
| Forename; given name | First name |
| Maiden name | Woman's last name before marriage |
| Residential address; permanent address | Home address |
| Dependents | Individuals that one supports financially (i.e. children) |
| Next of kin | Closest relative. In most cases, this will be your parents or legal guardians. |
| Work history | List of previous jobs and employers for whom you worked |
| References | Individuals who can recommend you for a job or speak about your character |



| Term or Abbreviation | Meaning |
|----------------------|--|
| Convicted | Found guilty of, in a court of law |
| Felony | A crime more serious than a misdemeanor that may be punishable by imprisonment |
| D.O.B. | Date of birth |
| SS# | Social security number |
| Co | Company |
| Zip | Zip code |
| Mo | Month |
| Yr | Year |
| Tel | Telephone number |
| No | Number |

GUIDELINES FOR COMPLETING A JOB APPLICATION

- ◆ Understand that the job application communicates important information about you to the employer:
 - Job interests
 - Skills, education, and job history or experience
 - Availability to work
 - Ability to spell, communicate effectively in writing, and to follow directions

- ◆ What do you need in order to complete an application?
 - A black or blue pen; no other colors of ink
 - A list of all your previous employers, including:
 - Name, address, phone number of company
 - Name, title of immediate supervisor
 - Start date and end date
 - Starting and ending salaries
 - Reasons for leaving
 - A list of where you attended school (including name, address, city & state of school)



- Social Security number
- Driver's License number
- List of references (at least 3), including:
 - Name, address, city, state and phone number
 - Title or position
 - Indication of their relationship to you (i.e. previous employer, coach, neighbor)

◆ When completing the job application:

- Consider using an erasable pen if you're concerned about making errors. (Do not use pencil.)
- Write legibly. (Consider printing!)
- Use proper grammar and spelling.
- List most recent jobs first.
- When completing education section, list most recent school first.
- Read and follow all directions carefully.
- Don't leave blank spaces. Write N/A when something is not applicable.
- Always be completely honest.
- Be specific with regards to your availability. Know when you can start and when you are available to work.
- Double-check all information before turning in application.
- Don't forget to sign the completed application.
- Always state a positive reason for leaving a job (i.e. to take a more challenging position; to concentrate on school work).
- Ask permission before you use someone as a reference!
- You are not required to answer questions about race, religion, sex, marital status, children, or financial status.

COVER LETTER FORMAT

Your Current Address
Your City, State Zip Code

Current Date, Year

Full Name of recipient
Position or title of recipient
Name of Company or Organization
Full Street Address
City, State Zip Code

Dear <Name of Person>:

1st paragraph—Explain why you are writing. Mention what position you are applying for, or what you are interested in. Explain how you learned of the job opening.

2nd paragraph—Explain why you are interested in this organization or job. Briefly explain why the employer might want to interview you for the position. Explain how your skills and experience meet the needs of the organization.

3rd paragraph—Refer reader to your resume (which should be enclosed with letter.) Briefly reiterate how your skills meet the company's needs. Indicate how and when you can be reached for an interview, or indicate how you will follow up to arrange an interview.

Brief statement of appreciation—i.e. <Thank you for your time and consideration.>

Formal closing (i.e. Sincerely; Gratefully),

Your Signature

Your Type-Written Name

Enclosure: Resume

SAMPLE COVER LETTER

543 Tower Lane Road
Addison, IL 61543

January 25, 2007

Ms. Andrea Tankard
Staff Recruiter, Human Resources
Massachusetts General Hospital
432 Maine St.
Glen Springs, IL 60014

Dear Ms. Tankard:

I am applying for the part-time position of patient care technician which was advertised in Saturday's Chicago Tribune newspaper. My education, skills and career interests are well matched to this position, and I believe I could be a valuable employee in your organization.

According to the advertisement, this position requires excellent communication and organizational skills. As a class officer for my graduating class for the last few years, I have demonstrated these skills well, especially in performing my duties as class president. I also possess certificates in CPR and First Aid which would help me provide safe care to your patients. Through my experience in Health Science & Technology class at the Technical Center of Addison, I have learned many patient care skills that I am anxious to put to use while working with patients in your facility.

I am eager to learn more about the position and to become a member of your health care team. Please call me at your earliest convenience to schedule an interview. I can be reached at (312) 954-2543 after 3:30 pm each weekday.

Thank you for your time and consideration.

Sincerely,

Your Signature

Stacy Montrose

Enclosure: Resume

COMMON JOB APPLICATION MISTAKES

- ◆ Misspelled words
- ◆ Grammatical errors
- ◆ Crossed out writing
- ◆ Sloppy and illegible writing
- ◆ Wrinkled, messy, or dog-eared application pages
- ◆ Inaccurate or incomplete information
- ◆ Unanswered questions
- ◆ Not following directions
- ◆ Forgetting to sign the completed application
- ◆ Negative statements regarding reasons for leaving previous job
- ◆ Neglecting to include references



Sample Job Application

Purpose

The purpose of this activity is to help students perfect their skill in completing a job application.

Objectives

1. Complete a sample job application following recommended guidelines.
2. Identify areas on a job application that do not conform to recommended guidelines.

Materials

- ◆ lab sheet
- ◆ writing utensil

Procedure

1. Gather the information necessary to complete the sample job application.
2. Complete the sample job application according to recommended guidelines.
3. Proofread the completed sample job application.
4. After completing the sample job application, students are to switch papers with a classmate. Each student will review and critique a sample job application completed by another student.
5. Students will mark in red pen or pencil the areas on their classmate's job application that do not conform to the recommended guidelines learned in this lesson.
6. Students will each explain to their classmate the areas on the sample job application that did not conform to recommended guidelines, and how the application could be improved.
7. Students will submit completed sample job applications to their instructor.



SAMPLE JOB APPLICATION

Please PRINT all information (except signature)

Date: ____ / ____ / ____

SS#: _____ - _____ - _____

Name: _____
Surname First Middle Maiden

Address: _____
No. Street City State Zip

Home phone number: (_____) _____ - _____

Cell phone number: (_____) _____ - _____

E-mail address: _____

D.O.B.: ____ / ____ / ____ If under 18, please indicate age: ____ yrs.

If you are under 16, do you have (or can you obtain) a Worker's Permit? Yes No

Position applying for: _____ Desired salary: _____

Employment desired: ____ Full-time ____ Part-time ____ Temporary

Days/hours available to work:

Mon _____

Tues _____

Wed _____

Thurs _____

Fri _____

Sat _____

Sun _____

How many hours are you available to work each week? _____ hrs./wk.

Are you available to work nights? Yes No

What date are you available to start work? ____ / ____ / ____

Have you ever worked for this company in the past? Yes No

If yes, specify dates and position held: _____

Education:

| Type of School | Name of School | Complete Address | No. of Yrs. Completed | Major, Degree, or Anticipated graduation date |
|----------------|----------------|------------------|-----------------------|---|
| High School | | | | |
| College | | | | |

Have you ever been convicted of a felony? Yes No

If yes, explain conviction(s), nature of offense(s) leading to conviction, when offenses were committed, sentences imposed, and type of rehabilitation.

Do you have a driver's license? Yes No

What is your means of transportation to work? _____

If the position you are applying for requires you to drive a vehicle, complete the following:

Driver's license number: _____ State of issue: _____

Expiration date: ____ / ____ / ____

Have you ever been in the Armed Forces / Military? Yes No

Are you a member of the National Guard? Yes No

Work history (List the *most recent* job first; include part-time and summer jobs):

Place of employment: _____

Address: _____

City, state, and zip code: _____

Dates of employment (month/year to month/year): ____ / ____ to ____ / ____

Name of supervisor: _____ Phone number: _____

List several duties/responsibilities you had: _____

Starting salary: _____ per _____ Ending salary: _____ per _____

Reason(s) for leaving: _____

Place of employment: _____

Address: _____

City, state, and zip code: _____

Dates of employment (month/year to month/year): ____ / ____ to ____ / ____

Name of supervisor: _____ Phone number: _____

List several duties/responsibilities you had: _____

Starting salary: _____ per _____ Ending salary: _____ per _____

Reason(s) for leaving: _____

Can we contact your current employer? Yes No

References:

| | Reference 1 | Reference 2 | Reference 3 |
|--------------|-------------|-------------|-------------|
| Name | | | |
| Title | | | |
| Address | | | |
| Phone number | | | |
| Relationship | | | |

Special skills: List below any special skills or training you have that may qualify you for the position for which you are applying.

I certify that the information on this application is true and complete to the best of my knowledge. I understand that any false information on this application may be grounds for not hiring me.

Signature