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**Job Application**

**Learning Outcomes:** **Students will learn and practice the industry standard skills required to apply for employment.**

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| **Alignment with Standards:** | **Essential Academic Learning Requirements Grades 9/10 Grade Level Expectations:** This lesson is aligned with Writing 1.5.1, Reading 3.3.1, EALR 3: The student reads different materials for a variety of purposes. Component 3.3: Read for career applications and Educational Technology 1.3.2 and 1.3.3. Students will develop materials in a career-appropriate format. They will locate, analyze, and use information from a national career database. **Common Core State Standards Grades 11-12:** This lesson is aligned with College and Career Readiness Standards for Language 2 A and B demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing. a. Observe hyphenation conventions. b. Spell correctly.**American School Counselor Association National Standards:** This lesson is aligned with ASCA Develop Employment Readiness, Standard C: Students will understand the relationship between personal qualities, education, training and the world of work. C:A2 C:A2.2 Apply job readiness skills to seek employment opportunities **21st Century Skills:** * **Self-direction:** Systematic and comprehensive planning, Self-instruction, Resources, Effective and sustained effort, Self-monitoring and reflection, Results are valuable
* **Digital Communication:** Electronic environments, Media: Awareness of range of media, Conventions and etiquette in media, Design elements, Responsible behavior
* **Problem Solving:** Solving the problem
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| **Materials:** | * **Teacher Lesson**
 | * **Copies of hand outs:**

*Example 1Paper\_Pencil\_Employment\_Application* | * **Computer/Internet Access**

**Download/complete** *Example 2-Electronic\_Employment\_Application* |
| **Implementation:** | * **Ask** students about their prior knowledge & experiences when completing job applications. **Discuss** personal positive/negative experiences, what they learned, and outcomes of their applications.
* **Present**  PowerPoint providing them with more background information on the application process.
* **Show** students the two types of applications they will be practicing; **hard copy & electronic**
* Students will each need a **copy** of the ***Example 1Paper\_Pencil\_Employment\_Application*** & after completion; students will each need a **computer** to download/open & complete ***Example 2-Electronic\_Employment\_Application*.**
* When students have completed both practices they will **SAVE** the electronic employment application with their name and **UPLOAD** it with their name to the class Moodle site.
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| **Additional Resources:** | **Career Ready 101:** <http://run.careerready101.com/cr-main/login.asp> |