

Job Application

Work

Life

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

Alignment with Standards:	<p>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.</p> <p>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.</p> <p>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</p> <p>21st Century Skills:</p> <ul style="list-style-type: none"> • 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 		
Materials:	<ul style="list-style-type: none"> • Teacher Lesson 	<ul style="list-style-type: none"> • Copies of hand outs: <i>Example 1Paper_Pencil_Employment_Application</i> 	<ul style="list-style-type: none"> • Computer/Internet Access Download/complete <i>Example 2-Electronic_Employment_Application</i>
Implementation:	<ul style="list-style-type: none"> • 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 <i>Example 1Paper_Pencil_Employment_Application</i> & after completion; students will each need a computer to download/open & complete <i>Example 2-Electronic_Employment_Application</i>. • 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. 		
Additional Resources:	<p>Career Ready 101: http://run.careerready101.com/cr-main/login.asp</p>		