

INSTRUCTOR'S GUIDE FOR *THE COMPLETE JOB APPLICATION*

OVERVIEW

The conversational format of this video makes it easy and enjoyable to learn how to fine-tune a job application. Explained in the video are the application process, why employers use job applications, the types of information job applications often require, and problems to avoid when completing a job application.

This video follows two friends from a discussion about an unpleasant job application experience through the organization and planning stages that will lead the main character to a successfully completed job application. Several employers offer expert advice to emphasize important points.

Many less obvious aspects of the application process are addressed. Viewers will especially benefit from the recurring mention of personal appearance and grooming when filling out an application on site, as well as the importance of being prepared with the correct equipment and information sources. Four simple rules are presented and followed as guidelines:

1. Be creative.
2. Be neat.
3. Be positive.
4. Be complete.

PRESENTATION SUGGESTIONS

Open the class with the following open-ended statement written on the board/overhead: "I believe filling out job applications is..." Direct the students' attention to the question as class begins. Ask the students to finish the statement any way they wish. Write all appropriate responses on the board under the sentence. Discuss the positive and negative responses to the question. Assist the students in explaining the reasoning behind the statements, i.e., did they have a bad experience, were they able to land the first job they applied for, was the manager in a bad mood when they applied? Allow time for some comment and discussion.

Complete the **Anticipation Quiz** prior to viewing the video, *The Complete Job Application*. Have the students set aside the completed quizzes during the viewing. Encourage them to take note of the correct responses as they appear in the context of the video presentation.

At the conclusion of the video, ask the students to take out the **Anticipation Quizzes** and review the correct responses. Allow time for students to add or delete information to make each response correct. Discuss the responses. Follow the discussion with one or both of the follow-up **Activities**. Complete the **Quick Quiz** and correct the quizzes together as a group. Assign the **Homework Option** if desired.

ANTICIPATION QUIZ

Note: The questions for this quiz may be read out loud, allowing time for student responses, or they may be copied and distributed as a written exercise.

Directions: Respond as honestly and completely as possible to each question or statement.

1. Name the section of a job application where people are least likely to make a mistake.
2. Name the section of a job application where people are most likely to make a mistake.
3. Why do employers use job applications?
4. Is it alright to leave blank spaces on a job application if the sections do not apply to you?
5. True or false, it does not really matter how you look when you arrive to fill out a job application because it isn't an interview.

ACTIVITIES

Activity #1

Title: A Place to Start

Format: Individual

Time: 10 minutes

Materials: copy of a job application, pen

Procedure:

1. As the students enter the classroom, give each a copy of the blank application.
2. Ask the students to complete the application as if they were applying for a job. This is actually a “trick” application that asks many inappropriate or illegal questions. It is designed to elicit negative information.
3. It is not important for everyone to finish, so after 10 minutes collect the applications and save them for later in the class.
4. After the students have viewed the video and completed the associated activities, return their application forms.
5. Ask the students if they would change any part or complete the application differently.
6. Discuss the changes and why they would make them.

Activity #2

Title: Prepare Application for a Job Search

Format: Small group

Time: 10 minutes

Materials: chart paper, markers, notes from the video

Procedure:

1. Divide the class into groups of three or four students in each group.
2. Distribute markers and one sheet of chart paper to each group.
3. Ask the students to trace the body outline of one of the group members or draw a body outline freehand.
4. Allow 10 minutes for the group to draw anything they think AI should have brought with him to be prepared to complete his job application.
5. Choose two or three groups to explain to the class how they chose to prepare AI.

QUICK QUIZ

Note: This quiz may be read out loud, allowing time for the students to respond, or copied and completed as a written exercise.

Directions: Decide whether you think each question is legal to ask on a job application. Write yes or no after each question.

1. Are you a U.S. citizen? _____
2. Father's name. _____
3. Marital status: single, married, engaged, separated, divorced. _____
4. How many days of work have you missed in the last year? _____
5. Spouse's name. _____
6. Have you ever received workman's compensation? _____
7. Is your general health excellent, good, fair, or poor? _____
8. Describe any extracurricular activities you participated in during high school/college. _____
9. Do you plan future schooling? _____
10. How long have you lived at your current address? _____

ANSWER KEY

1. Yes
2. No
3. No
4. Yes
5. No
6. No
7. No

8. Yes
9. No
10. No

HOMEWORK OPTION

Write a paragraph describing the ways to prepare for filling out a job application. Be sure to include the items you will need to have on hand for information you may not know offhand.



Employment Application

DATE _____

SOCIAL SECURITY NO. _____

NAME (Print) _____

BIRTHDATE _____ WEIGHT _____ HEIGHT _____ COLOR EYES _____ COLOR HAIR _____

PRESENT ADDRESS _____ TELEPHONE NO. _____

CITY _____ STATE _____ ZIP _____

HOW LONG HAVE YOU LIVED AT THE ABOVE ADDRESS? _____ U.S. CITIZEN _____ TYPE OF VISA _____

IN CASE OF EMERGENCY CALL:

NAME _____ ADDRESS _____

RELATIONSHIP _____ PHONE NO.: (HOME) _____ (WORK) _____

MARITAL STATUS: SINGLE _____ MARRIED _____ WIDOWED _____ DIVORCED _____ SEP. _____ ENGAGED _____

SPOUSE'S NAME _____ OCCUPATION _____

NO. OF CHILDREN _____ AGES _____

FATHER'S NAME _____ OCCUPATION _____

MOTHER'S NAME _____ OCCUPATION _____

PHYSICAL DATA

GENERAL HEALTH: EXCELLENT _____ GOOD _____ FAIR _____ POOR _____

HAVE YOU EVER HAD: TUBERCULOSIS _____ HEART TROUBLE _____ EPILEPSY _____ MENTAL ILLNESS _____

CHRONIC BACK PAIN _____ HEADACHES _____ FAINTING OR DIZZY SPELLS _____

DO YOU HAVE ANY PHYSICAL OR HEALTH LIMITATIONS? _____ IF YES, EXPLAIN _____

HAVE YOU EVER BEEN TREATED FOR AN EMOTIONAL OR MENTAL DISORDER? _____ IF YES, EXPLAIN _____

DO YOU HAVE A CHRONIC AILMENT OR CONGENITAL DISORDER? _____ IF YES, EXPLAIN _____

HAVE YOU EVER RECEIVED WORKMAN'S COMPENSATION? _____ IF YES, EXPLAIN _____

HOW MANY DAYS OF WORK OR SCHOOL HAVE YOU MISSED IN THE LAST YEAR? _____

EDUCATION

TYPE OF SCHOOL	DATES ATTENDED		SCHOOL NAME AND ADDRESS	MAJOR COURSE	GRADUATE		DEGREE
	FROM	TO			YES	NO	
HIGH							
COLLEGE							
BUSINESS							
OTHER							

DESCRIBE ANY EXTRACURRICULAR ACTIVITIES/CLUBS/ORGANIZATIONS YOU PARTICIPATED IN DURING HIGH SCHOOL OR COLLEGE _____

DO YOU PLAN ANY FUTURE SCHOOLING? _____



JOB DATA

TYPE OF WORK WANTED (1st) _____ (2nd) _____

SKILLS/EXPERIENCE RELATED TO JOB WANTED _____

INTERESTS/HOBBIES _____

WORK EXPERIENCE

DATES FROM/TO	NAME & ADDRESS OF EMPLOYER	SUPERVISOR'S NAME	JOB DUTIES	REASON FOR LEAVING

PLEASE ACCOUNT FOR ANY PERIOD OF UNEMPLOYMENT OVER THREE MONTHS IN THE LAST FIVE YEARS.

MILITARY

BRANCH OF SERVICE _____ DATES OF SERVICE _____ TO _____ DISCHARGE TYPE _____

SERVICE RELATED DISABILITY? _____ IF YES, EXPLAIN _____

SERVICE RELATED SKILLS _____

HIGHEST RANK HELD _____ PRESENT MILITARY STATUS _____

PERSONAL REFERENCES

Do not list relatives, former employers or coworkers

NAME _____ NAME _____ NAME _____

ADDRESS _____ ADDRESS _____ ADDRESS _____

CITY _____ CITY _____ CITY _____

STATE _____ ZIP _____ STATE _____ ZIP _____ STATE _____ ZIP _____

OCCUPATION _____ OCCUPATION _____ OCCUPATION _____

PHONE NO. _____ PHONE NO. _____ PHONE NO. _____

HAVE YOU EVER BEEN ARRESTED FOR OTHER THAN A MINOR TRAFFIC VIOLATION? _____ IF YES, EXPLAIN _____
