



journey

Adult Basic Education



Lesson 9
Lesson Plan



SUCCESSFUL APPLICATIONS

Learning Objective

Students will demonstrate how to successfully complete an application.

Prior to starting this lesson have the students take home the job application worksheet and gather information for this lesson.

Training Materials & Equipment

- A/V equipment for PowerPoint slides and video
- Job application worksheet for each student
- Job application for each student (there are two examples; pick one)
- Computer/laptop for each student
- Lesson 9 PowerPoint

Students should transition to the computer lab or pick up a laptop for the next activity.



Instructions(Slides 2-3)

The primary purpose of the career awareness program is to better prepare students for employment. One very important part of the job search process is filling out a job application. This lesson discusses job “ applications in depth and gives students the opportunity to participate in activities to hone their skills.

Have students log into OKCareerGuide.org and open **Plan for Work** in the left menu and select **View a Sample Job Application**. Make students aware that employers may reject incomplete applications. They also need to be aware that a lot of one-line applications use a system that looks for key words that match the actual job description.



Job Application Activity

Teacher Note: Tell students that putting all their important work history, phone numbers, addresses and other information in one place will save them time, energy and heartache as they look for jobs.

Give an empty job application form and template to each student, along with **Tips for Completing an Application**. Compare the online application with the paper application. What are the differences?

Ask the group how to explain atypical things on the application (e.g., gaps of employment, incarceration, transferrable skills, etc.).

Explain that when they are using resumes or answering open ended questions, they should try to use language similar to that in the job posting, focusing on actions and results.

Ask students to complete the application using information from the job application worksheet as if it were their own. Elicit feedback on the process as a group.



Discuss the tips and why they are important. Why should I pre-read the application before I start? Having seen samples and filled out applications what information do I need to have to complete an application? Is it OK to leave blanks? Is it proper to use text talk? What questions do you not have to answer? Why?

Summary:

All of the information researched today is going to be beneficial for students' educational growth and job searches. Although we cannot depend on the information to be 100% exact in all geographical areas, it is a good benchmark to go by when considering educational or occupational changes. Review the checklist so the students can see where they have been and where they are going next.

Identifying components of successful (and non-successful) applications

