

Roads to Learning and Earning

Lesson Plan

Topic/Title of Plan: Job Applications

Lesson Developed by: Haley Blanton and Rachel Bye

School: Cleveland County Schools -High School



Objective Being Taught	Completing and reviewing a job application
RTLE Matrix Objective	Based on student interest and job skills have student apply or practice skills to get a job such as writing resumes, filling out job applications, and interviews.
Student Audience/Length	High School level/45-90 minutes
Materials/Resources Needed	Job Application Worksheet Black or Blue Pen
Teaching Procedure	<p>Start with a job application worksheet that is very simple with the basic information found on every job application. (Eventually this lesson can be used for different levels of job applications all the way up to using an actual application from a nearby business like a local fast food restaurant.) Lead a discussion on the important points of a job application. Be sure to cover the following ideas: neatness, accurate information, complete information. Job applications that are not neat will be thrown away. The student's personal information needs to be accurate with no missing details (like a zip code) or typos like transposed numbers. Each area should be completely filled out with the requested information. Nothing should be left blank on an application. The basic areas that will appear on nearly all job applications are full name, address, phone number, email address, SSN, education, and experience. Students need to realize the importance of knowing this information or being able to find it when necessary. Also emphasize the importance of following directions. Usually, job applications have specific instructions.</p> <p>Once you have discussed these topics, explain that students will use this information to fill out a job application and then review it with a rubric to make sure they have applied these ideas to their own application.</p>
Check for Understanding and Assessment of Lesson	Students will complete application.
Wrap Up/Review	Students will review the application of a classmate using the rubric to make sure the information matches the requirements.

Employee Application

A complete application consists of this completed form, and your current resume if any.
Please type or print legibly

Today's Date _____ Your date of birth _____ (MM/DD/YY)
Name as it appears on your driver's license _____
Current Address _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> street City State Zip </div>
Email Address _____
Phone number (home) _____ (cell) _____
Citizenship _____ If not US, are you a permanent residents of the US? yes or no
Are you currently authorized to work in the US? yes or no

Education

Type of School	Name of School	City & State	Year Completed	Major & degree
High School				
Undergraduate				
Graduate School				

Professional Experience

Current or Most Recent Employer	Supervisor	Employment Date
	Name _____ Phone # _____	

Briefly describe your title and duties: _____
Briefly describe any experience in the restaurant industry: _____
Briefly describe any education and/or experience in computers: _____

Rubric for Job Application

Rubric for job applications	4	3	2	1
Neatness	Your best writing, anyone can read it	A little hard to read but still inside the lines	Writing is too big – it goes outside the box	Items scratched out or written over
Personal information	All information is included and it is all correct	1-2 pieces of missing or incorrect information	3-4 pieces of missing or incorrect information	5 or more pieces of missing or incorrect information
Grammar	No errors in spelling or grammar (including typos)	1-2 errors in spelling or grammar	3-4 errors in spelling or grammar	5 or more errors in spelling or grammar
Complete	All areas filled in or marked with an NA (sometimes there are no areas that should be marked NA)	1-2 areas that are left blank	3-4 areas that are left blank	5 or more areas that are left blank