

Lesson 8: The Good, The Bad and the Ugly (of Applications)

Category: Job Search Skills

Employability Skills

- a) Problem Solving & Critical Thinking
- b) Professionalism

Instructional Direction

This activity can be completed individually, in small groups, or as a large group project.

Inform students that today they are going to review applications for an entry level position to determine who should be interviewed. Using the sample applications (Blackline Masters 8a and 8b; also available online at wrksolutions.com/whenigrowup), students should examine the applications, make a list of any mistakes, and choose who to call for an interview.

Students share mistakes found and person(s) chosen to interview.

Variation - Each student or representative for each group shares mistakes found, other groups / individuals cross that mistake off their list, person or group with the most unique mistakes "wins".

Point out any mistakes not mentioned:

Tonya Jones – didn't date the application, drew flowers along edges, wrote in all capital letters, dotted I's with hearts, put IDK for social, didn't include area code on phone numbers, drew dashes instead of putting N/A, circled answers with hearts, put ASAP for start date, put ANY for salary desired, unprofessional reasons for leaving, used uncle as a reference; positive highlight – mistake had one line through it and her initials beside it

Gary Allen – didn't date the application, VERY messy handwriting, put first and last names in wrong locations, didn't fill in all blanks or answer all questions and didn't use N/A to indicate they had been read, scribbled out mistakes, only put last four of social, put Anything for position desired, put NOW for start date, asked for \$15/hour, stated he was in high school for twelve years, spelled bilingual wrong, didn't include contact information for employers or references, unprofessional reasons for leaving, didn't sign or date the application

Learning Outcome(s)

Students will be able to identify the qualities of a good application. Students will also be able to make logical conclusions about the implications of having a poorly completed application.

Resources Needed

1. Sample applications (Blackline Masters 8a and 8b)
2. Paper for recording answers
3. Writing utensils
4. When I Grow Up Workbook – see p. 9 for tips to share with students on completing quality employment applications
5. Fillable Master Application – found online at www.wrksolutions.com/masterapp

Modification and Extensions

- Practice completing their own Master Application, which can be printed and saved for later use: www.wrksolutions.com/masterapp
- Rewrite the bad applications to make them better.

Application for Employment

Date: _____

Please complete this application with black ink. Put N/A for any items that do not apply to you.

Personal Information

Name: JONES TONYA LISA IDK
 Last First Middle Social Security #

Address: 514 W. 8TH ST HOUSTON TX 77063
 Street City State Zip

Phone #: — 592-8634
 Home Cell

Are you 18 or older? Yes No Can you show proof of eligibility to be employed in the US? Yes No

Employment Desired

ADMIN. ASST. ASAP ANY
 Position Date you can start Salary Desired

Who can we thank for referring you? MR. JOHN DOVER

Are you employed? Yes No May we contact your present employer? —

Have you applied with this company before? Yes No When? / Where? —

Education

	Name and Location	# of Years Completed	Did you Graduate?	Degree / Certification
Elementary	<u>BAYSHORE</u>	<u>—</u>	<u>—</u>	<u>—</u>
High School	<u>LA PORTE HS</u>	<u>4</u>	<u>YES</u>	<u>HS</u>
College				
Trade School				

Additional Training: TYPING

Special Skills: CHECKING OUT BOOKS, KEEPING KIDS ENTERTAINED

Employment History

(Last 10 years - Most recent first)

Employer Name: JOHN DOVER Employer Phone #: 592-5243

Employer Address: 511 W. 8TH ST., HOUSTON TX 77063
Street City State Zip

Position: BABYSITER Supervisor: JOHN DOVER Dates Employed: 3/1/12-5/1/14

Reason for Leaving: TOO STRESSFUL & DON'T PAY ENOUGH ↓

Employer Name: L.I.S.D. Employer Phone #: —

Employer Address: — LAPORTE TX —
Street City State Zip

Position: VOLUNTEER LIBRARY AST. Supervisor: MR. DELONY JOHN DOVER Dates Employed: 2011

Reason for Leaving: 2 BORING ↓

Employer Name: _____ Employer Phone #: _____

Employer Address: _____
Street City State Zip

Position: _____ Supervisor: _____ Dates Employed: _____

Reason for Leaving: _____

Professional References

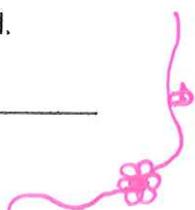
Name	Employer	Address	Phone #	Relationship
<u>MR. DELONY</u>	<u>L.I.S.D.</u>	<u>—</u>	<u>—</u>	<u>TEACHER</u>
<u>JOHN DOVER</u>	<u>DOVER FAMILY PRACTICE</u>	<u>ABOVE</u>	<u>592-5243</u>	<u>UNCLE</u>

Statement of Accuracy

I certify that all information on this application is true and complete. I understand that any false, misleading or omitted information shall be considered cause for immediate discharge if employed.

Tonya Lisa Jones
Signature

5/20
Date



Application for Employment

Date: _____

Please complete this application with black ink. Put N/A for any items that do not apply to you.

Personal Information

Name: Gary Last Allen First Middle 8422 Social Security #

Address: 4806 Avenue F Street Bay City City TX State 77414 Zip

Phone #: 979-123-4567 Home ~~979-123-4567~~ 979-123-9876 Cell

Are you 18 or older? Yes No Can you show proof of eligibility to be employed in the US? Yes No

Employment Desired

Anything Position Now Date you can start \$15 Salary Desired

Who can we thank for referring you? _____

Are you employed? Yes No May we contact your present employer? _____

Have you applied with this company before? Yes No When? / Where? _____

Education

	Name and Location	# of Years Completed	Did you Graduate?	Degree / Certification
Elementary				
High School	<u>Bay City HS</u>	<u>12</u>	<u>y</u>	<u>HS</u>
College				
Trade School				

Additional Training: _____

Special Skills: Bilingual

Employment History

(Last 10 years - Most recent first)

Employer Name: McDonald's Employer Phone #: _____

Employer Address: _____
Street City State Zip

Position: Cook Supervisor: Jim Dates Employed: May 2014 - June 2014

Reason for Leaving: fired

Employer Name: Popeyes Employer Phone #: _____

Employer Address: _____
Street City State Zip

Position: Casher Supervisor: _____ Dates Employed: Dec 2013 - Jan 2014

Reason for Leaving: didn't like manager

Employer Name: _____ Employer Phone #: _____

Employer Address: _____
Street City State Zip

Position: _____ Supervisor: _____ Dates Employed: _____

Reason for Leaving: _____

Professional References

Name	Employer	Address	Phone #	Relationship
<u>Betty Sue</u>	<u>Cook</u>	<u>don't know</u>	<u>919-123-3292</u>	<u>Neighbor</u>
<u>Carol Parks</u>	<u>At home</u>	<u>✓</u>	<u>919-123-5511</u>	<u>Mom's friend</u>

Statement of Accuracy

I certify that all information on this application is true and complete. I understand that any false, misleading or omitted information shall be considered cause for immediate discharge if employed.

Signature _____ Date _____

Application for Employment

Date: 5-20-14

Please complete this application with black ink. Put N/A for any items that do not apply to you.

Personal Information

Name: Potter Sherry Joan 437-15-2499
Last First Middle Social Security #

Address: 2734 Willow Lane Houston TX 77579
Street City State Zip

Phone #: (281) 555-1212 (281) 555-9904
Home Cell

Are you 18 or older? Yes No Can you show proof of eligibility to be employed in the US? Yes No

Employment Desired

Administrative Assistant 5-21-14 \$7.25/hr.
Position Date you can start Salary Desired

Who can we thank for referring you? N/A

Are you employed? Yes No May we contact your present employer? N/A

Have you applied with this company before? Yes No When? / Where? N/A

Education

	Name and Location	# of Years Completed	Did you Graduate?	Degree / Certification
Elementary	Spring Elementary Spring, TX	5	N/A	N/A
High School	Spring H.S. Spring, TX	2	Currently Enrolled	N/A
College	N/A			
Trade School	N/A			

Additional Training: Secretary of Student Government

Special Skills: Word, Excel, Typing 45 wpm

Employment History

(Last 10 years - Most recent first)

Employer Name: ASPCA Employer Phone #: (281)123-4000

Employer Address: 1295 E. Main St., Spring, TX 77373
Street City State Zip

Position: Volunteer Supervisor: Jack Ables Dates Employed: 11-2013/present

Reason for Leaving: W/A

Employer Name: _____ Employer Phone #: _____

Employer Address: _____
Street City State Zip

Position: _____ Supervisor: _____ Dates Employed: _____

Reason for Leaving: _____

Employer Name: _____ Employer Phone #: _____

Employer Address: _____
Street City State Zip

Position: _____ Supervisor: _____ Dates Employed: _____

Reason for Leaving: _____

Professional References

Name	Employer	Address	Phone #	Relationship
Dr. Paul Smith	Spring H.S.	2525 Klein Rd Spring, TX 77373	(281)555-1212	H.S. Principal
Kimberly Smith	Spring Elementary School	1234 West Rd Spring, TX 77373	(713)555-1234	Math teacher
John Clark	Self-employed	2646 Eagle Dr Spring, TX 77373	(713)555-6969	Scout Master

Statement of Accuracy

I certify that all information on this application is true and complete. I understand that any false, misleading or omitted information shall be considered cause for immediate discharge if employed.

Sherry Potter
Signature

5-20-14
Date