

Job Applications

Program Name Middletown ABLE

Staff Responsible for Lesson Chris Woodard

Technology	Study / Life skills	EL-Civics	Career Pathways																
		X	X																
Date(s) Used				4/12 and 4/13															
Civics Category				I. Rights and Responsibilities of Citizenship II. Civic Participation															
Civics Objective				# 7. Government and Law Identify basic features of local, state and federal legal system including individual rights, laws, and ordinances as well as procedures for obtaining legal help. # 25. Employment - Resources Identify, describe, select and access free or low –cost employment related services															
Time Frame to Complete Lesson				1 class day (more for lower level students)															
EFL(s)				Level 1 Level 3															
Standard(s)/Components of Performance				Read with Understanding Convey ideas in Writing															
Benchmark(s)				R 1.3. Use strategies to monitor word recognition of letters, words, and numerals (e.g. reread). R 1.5. Show awareness of simple print. R 1.6. Complete a task (e.g., matching, filling in a blank, circling words). R 3.1. Comprehend basic information (e.g., signs, notes, and simple sentences). R 3.4. Seek clarification by looking back to text or reading on. R 3.5. Draw conclusions (e.g., from phrases, from simple sentences).															

Job Applications

	<p>W 1.2. Begin to organize personal information (e.g. name, address).</p> <p>W 1.3. Produce personal information words.</p> <p>W 1.6. Edit personal information based on teacher feedback (e.g., edit name, address, birth date).</p> <p>W 3.4. Illustrate some control of basic grammar (e.g., present and simple past tenses, prepositions, subject-verb agreement).</p> <p>W 3.5. Use conventions of spelling and punctuation (e.g., commas in a list, end punctuation, common spelling patterns).</p> <p>W 3.6. Edit and revise writing based on teacher feedback.</p>
Materials	<ol style="list-style-type: none">1. Teacher created vocabulary list - words found in various application forms (each class will have different lists). Sample list is attached.2. Example forms - teacher created, forms available at US Post Office, forms from local schools, forms purchased at a local store like Office Max or Staples. Sample job application forms are available online such as www.quintcareers.com/employment_application3. Materials from websites: http://www.tinkerbellchime.com/EL_Civics_Employment/EL_Civics_Employment_Application_Page_Five_B.html http://www.tinkerbellchime.com/EL_Civics_Employment/EL_Civics_Employment_Job_Ads.html http://www.tinkerbellchime.com/EL_Civics_Employment/EL_Civics_Employment_Page_Five.html4. Computers with internet access
Activities	<ol style="list-style-type: none">1. Survey students to see who is working and who is looking for a job. Discuss their interests, any challenges they face, etc. Provide a general overview of searching for a job (reading classifieds and/or networking, completing applications, interviewing).2. Students will be given Teacher created vocabulary list. Class will discuss meanings.

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	<p>3. Using the Internet (if available) students will use websites to read and practice filling out forms.</p> <p>4. Using various hard copy forms, students will begin the process of filling out forms.</p> <p>5. Teacher assists as needed.</p> <p>* The forms used may vary depending on the class level.</p>
Assessment/ Evidence	Completed forms
Reflection	<p>Many of my students are seeking employment, and/or need help understanding how to fill out forms such as: Job applications, Citizenship applications and tax forms. This lesson is geared to helping them understand how to fill out such forms. I hope that this lesson will be helpful to both classes.</p>

Job Applications

Basic Application Vocabulary

Application

Job Title

Full Time (FT)

Part Time (PT)

Salary

Benefits

References

Available

Job Applications

Directions: Read the employment ads and answer the questions. Write short answers.

Childcare Worker: PT, some weekends, 3 refs. req. twin boys, \$8.00 hr. Call Amy Wilson after 6:00 a.m. Start immediately. (714) 555-2288

19. Is this job full-time or part-time?

Example: part-time

Graphic Artist: F/T Apple Computer skills. Five yrs. exp. w/ layout and design of maps and posters. Benefits incl. health insurance, two weeks pd vacation. Fax resume: (714) 555-987

20. How many years experience do you need?

Registered Nurse: F/T to assist doctors in a sm. clinic. Must have a minimum of two yrs. exp. and Calif. RN license. Starting salary \$29-\$35 per hr. email resume to www.healthcare.com

21. How much does this job pay?

Custodian: Irvine Valley College, 5pm to 1am Mon-Fri. 40 hrs wk. Apply by Dec. 20, 2005. High school diploma and 3 yrs. exp. Complete online application: www.irvinecollege.com or call (949) 555-1199 and ask for Neil.

22. George didn't graduate from high school. Can he apply for this job?

23. Who should you ask for when you call?

Job Applications

JOB BOARD

Directions: Scroll down to answer 24 and 25.

JOB BOARD

Mechanic needed.
Apply in person at Jiffy Go Station on Trask and Harbor.

Do you like children? I need a part-time babysitter. Evenings, 5:30-9:30. Must have ref. Call: 555-8174

Lawyer: Busy law firm. (213) 555-9977

YOUR AD HERE

Roofer: Full-time, benefits, some weekends. 5 yrs. experience. Email resume JR@oal.com

Locksmith: Call (714) 555-8923

Mover: FT, benefits. Apply at 1221 Garden Grove Blvd., G.G. Mon-Sat 7:30-9:00

Cashier: busy hair salon \$7.75 per hour plus bonus. Come in and ask for Marie. "Silks" Fairview / First Street

DOG SITTER WEEKENDS 619 555-1289

ESL tutor needed 555-4832

Online Job Service www.jobs.com

Find Gold. Fast and Easy. Maps for sale. \$0.99 money@abc.com

GET RICH \$\$\$ (213) 555-9873

Looking for Work: I have 10 yrs. exp. as an office clerk and receptionist. 949.555.4571

Model Agency All ages... 213 555-7416

24. Look at the red ad. Are job services available on the Internet?

25. Look at the yellow ad. Do you need references?