



JOB APPLICATION

GRADE LEVEL 10-12

“TAKE CHARGE OF YOUR FINANCES”

Time to complete: 90 minutes

NATIONAL CONTENT STANDARDS

Family and Consumer Sciences Standards: 1.2.2, 1.2.3, 1.2.8, 3.1.2, 13.3.5, 13.6.4

National Council on Economic Education Teaching Standards:

National Standards For Business Education:

- Career Development: I.1, I.3, III.2, II.3, V.2, V.3, V.4
- Economics:
- Personal Finance:

OBJECTIVES

Upon completion of this lesson, participants will be able to:

- Complete a job application.
- Acquire a job application in a professional manner.
- Identify illegal questions that should not be asked on a job application.
- Compare and contrast different types of job applications.
- Understand legal rights that employees have.

INTRODUCTION

Importance of a job application

This summer, Sam is applying for his first job. He wants to earn money to purchase a car when he turns sixteen. However, he does not know where to begin the job search process or how to complete a job application.

A **job application** is a written request for employment typically on a specific form provided by the potential employer. The application is an individual's first opportunity to create a good impression with a prospective employer. However, if it is not taken seriously a person will not receive an interview or job. Employers use job applications to gather information about individual's qualifications and as a tool to compare applicants.¹ Each application is a little different, but many elements are consistent.

Sam began his job search by reviewing his local newspaper's classified section for employment announcements. He also considered researching on the World Wide Web for jobs in his community along with talking to family and friends. After finding companies and organizations that were hiring, he narrowed down the possibilities to jobs he was qualified for and interested in. His next step was to obtain a job application.

Acquiring a job application:

To acquire a job application, a potential employee may go to the business, request an application via phone or e-mail, or complete the application online. If going to a business, the interview begins at that time and a person must dress appropriately. A pair of pants that are not denim and a collared shirt is appropriate. An individual should not wear heavy jewelry, pants with holes in them, or dirty clothing. When picking up the application, ask for multiple copies



or make copies before writing on the application to have a backup if a mistake is made. If an individual is interested in more than one job within a company, a separate application for each job must be submitted.

The employer may ask an individual to complete the application on-site. If this occurs, a person should be prepared. When entering the business a well prepared individual should have the following items; a black pen, an information sheet containing past employers with street addresses and phone numbers, references, and education information.² If there is the opportunity, it is better to take the application home to be sure not to make any mistakes and then return it to the company.

Completing a job application:

Read the entire application before beginning to write. Pay close attention to all of the application instructions. This includes identifying sections that indicate “for office use only” or “do not write below this line.”

When answering the question “what job is being applied for,” be specific. A response such as “anything” indicates to the employer that the person did not have enough interest in the company to conduct research. Answer by identifying the specific department or position desired.¹ Applications will often ask individuals to list their skills and abilities. A person should list items that best highlight their abilities in relation to the job being applied for.² Additionally, employees will also evaluate work experience and education. When listing work and education experience, begin with the most recent.

If an individual does not have legible handwriting they can either scan the application into a computer or type prepared responses on a separate piece of paper to submit with the application. If a person has legible handwriting, use a black pen and keep mistakes to a minimum. If a mistake is made, it is best to start over. However, correction fluid can be sparingly used.

Individuals should also be cautious about using abbreviations. Employers may not know what the abbreviations mean. Demonstrating that time was taken to write out an entire response creates a professional impression. One abbreviation that can be used is NA, meaning not applicable. This is appropriate in place of an answer to a question that does not pertain specifically to an individual.

Employers will also ask for information that must be up-to-date. An employer will need to know how to easily contact the individual. If a phone number is provided, the voice mail message should clearly confirm that the correct number has been reached. It is also necessary to make sure that the voice mail message is professional. Job interview opportunities could be missed if the message contains inappropriate language or music. An email may be given, however, it also needs to be professional. If a job start date is requested, an individual must be available to start on that day.¹

Applications may contain questions that are illegal to ask a prospective employee. According to The U.S. Equal Employment Opportunity Commission, employers cannot discriminate based upon race, color, religion, or sex. Therefore, questions that are asking about these topics are considered illegal. However, applications may ask if a person is above the age of 18 for legal purposes. They may not ask your date of birth or actual age.⁵ If these questions are being asked, the individual can state the answer that would be given for a legal question. For example, if an individual is asked how old are you? They can respond with “I am less than 18 years of age.”

It is not required to give a Social Security Number to the employer until a job offer has been extended and accepted. Indicating your Social Security Number on a job application is not safe to do. Applications are often documents that are not secure. Many people will have the opportunity to view the document. If requested, ask the potential employer the reason and inform them that it will be provided at a later date or at the interview.



Salary/Wages:

There are delicate subjects to discuss on job applications. They include, but are not limited to, salary and reasons for changing jobs.

Before discussing salary, research typical starting salaries in the desired or in a compatible position. Setting an amount that is too high or too low may jeopardize the opportunity for employment or receiving appropriate compensation. A good response is “negotiable” if one is unsure of how to reply.

Changing jobs:

People change jobs for a variety of reasons. When disclosing information about a prior job and the reason for leaving, an individual wants to be careful about how they do so. If the company they are applying for asks permission to contact a current employer, this can be a difficult decision. Individuals may consider telling their current employer that they are seeking a new job if they feel their current job will not be put into danger. If they feel their current job is going to be put into danger, the individual can explain to the future employer the situation. Individuals may also emphasize that other former employers may be contacted.

Individuals may be asked to specify a reason why they left former jobs when completing their employment history. Being fired is never an easy process for the employer or the employee. However, a person needs to inform their future employer. Individuals are not required to use the term “fired or terminated” on an application. A more neutral term such as “involuntary separation” can be used.²

If an individual is asked to list their past employer as a contact, it is best to have a professional conversation with them in advance. Discuss the reasons for termination. Employers will sometimes agree to use the term resigned when speaking to a future employer on a person’s behalf.²

It is an unfortunate situation when a lay off occurs in the work force. If an individual is laid off for no fault of their own, they should indicate the reason why it occurred. Examples may include lack of work or funding, company closing, or if the position was temporary or seasonal.²

If a person decided to quit a job, the best terminology to use is either resigned or voluntary separation. Often a person will be asked why they decided to leave their job on an application or during an interview. Using reasons such as for a better opportunity, relocation, or to attend school are appropriate examples.² However, do not talk negatively about former employees or coworkers.

References

Job applications will ask for both personal and professional references. When deciding who to list for personal references consider things such as the length of time knowing the person, the probability of the individual being a good **personal reference**, and accuracy of knowledge about a person’s character.² **Professional references** are people who have had supervision over an individual in the work force.²

No matter who an individual uses as a reference, they should be sure to check with them and receive permission in advance. The more warning they have, the better prepared they will be to answer questions. Be sure to identify the reference’s preferred phone number, email, mailing address, and indicate the best time of day they can be contacted.

Turning in the application:

The process is almost over, but not quite. After an individual has double checked their information to be sure it is correct and that there are no errors, return the application to the business. Make a phone call to the business asking what would be an appropriate time to drop off the application. Inquire about who would be the best person to receive the application, usually a manager. Following the same rules as before, be sure to dress appropriately and be

prepared to answer any additional questions they may have. Once the application has been submitted, follow up with a phone call in approximately 3 days to ask if they have additional questions and the correct individual received the application.

Once the application is returned, employers may request permission to test an individual for illegal substances as a part of the job application process. In addition, applications will ask if an individual has been convicted of any felonies or has received anything more than a minor traffic violation. Even though these questions may be difficult to answer, an individual must be honest on their application. A positive working relationship is built on trust and honesty. Begin this relationship with the application. If the application is dishonest, the person may not be hired or it could be grounds for dismissal from a job.

Following the law:

After a person has completed the job application and accepted a position, they have several legal rights as an employee.

Minimum wage is a federally mandated amount that must be paid to employees regardless of the job or age of the employee. Many states set their minimum wage above what is set for the federal minimum. In April 2008, the federal government's minimum wage was set at \$6.55 per hour.

In addition to the amount a person must be minimally paid, there are regulations about how much teenagers may work. A person may not be employed until age 14. The federal job restrictions regarding the employee's age is as follows:

- 18 years or older you may perform any job, whether hazardous or not for unlimited hours.
- 16 or 17 years old may perform any non – hazardous job for unlimited hours.
- 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs. They cannot work:
 - More than 3 hours a day on school days including Fridays
 - More than 18 hours per week in school weeks
 - More than 8 hours a day on non-school days
 - More than 40 hours per week when school is not in session
- Also, 14 and 15 year olds may not work before 7:00am or after 7:00pm except from June 1 through Labor Day, when their evening hours are extended to 9:00pm.⁴

In this lesson, participants will have the opportunity to complete a job application. In addition, they will learn about and review topics such as the importance of a job application, and the legalities of a job application during an interactive activity.

BODY

1. Pass out one *A Job Application* worksheet 1.1.13.A1 to each participant and ask them to complete as much as they can.
 - a. Instruct participants to not include their social security number.
 - b. Inform participants that identifying this personal information could lead to identify theft if acquired by the wrong individual and should not be ever written on a job application even if it is requested.
2. Provide two colored markers to each participant.



3. Once the participants have completed the application, ask them to circle areas with one color marker that look messy and put a box with the other color marker around any questions or sections that were left blank.
4. Instruct the participants to put the job application aside for later use.
5. Instruct participants to get into groups of 2-3 for the remainder of the lesson.
 - a. Have the group discuss challenges commonly associated with completing a job application. Some discussion points may include:
 - i. Inquiring about questions individuals may have had regarding how to complete the application.
 - ii. Inquiring about any blanks that were left on the application by individuals.
6. Pass out one *Job Application* note taking guide 1.1.13.L1 to each participant and ask them to complete it during the PowerPoint presentation.
7. Present the *Job Application* PowerPoint presentation 1.1.13.G1
 - a. Slide 1: Introduction
 - b. Slide 2: Importance of a Job Application
 - i. After reading the story about Sam, ask participants to brainstorm his next steps.
 1. Answers should include:
 - a. Finding a job, acquiring a job application, completing the application, and interviewing for the job.
 - c. Slide 3: Job Application
 - i. Instruct the participants to brainstorm how a job application is used.
 - d. Slide 4: Acquiring a Job Application
 - i. Ask participants how they can acquire a job application.
 - ii. Ask participants how they should dress if they are going to go into the business to pick up an application.
 - e. Slide 5: Acquiring a Job Application
 - i. Compare and contrast the advantages and disadvantages to completing a job application at home versus completing it on-site by making a list on the board.
 1. Once the comparison has been completed, add additional ideas from slide 5.
 2. Instruct the participants to discuss what method they feel is better and why.
 - f. Slide 6: On-site Job Applications
 - i. Ask participants to brainstorm what they would bring with them in case they are required to complete a job application on-site.
 1. Have participants refer to the application they completed at the start of the lesson and ask them what would have been useful information to have.
 - g. Slide 7: Following Directions
 - i. Ask participants why reading over the entire application is important. Answers should include:
 1. To be sure that they understand the application.
 2. To follow all directions precisely.
 - h. Slide 8: Skills, abilities, and education
 - i. Slide 9: Keep it legible
 - i. Ask the participants to evaluate their hand writing. Would they feel comfortable completing an application and then turning it in?
 - ii. Could a potential employer read their responses?
 - j. Slide 10: Abbreviations
 - i. Ask participants why abbreviations should not be used. Answers should include:
 1. Employers may not know what the abbreviation means.
 2. The application may appear sloppy.
 - k. Slide 11: Illegal Questions



- i. Discuss with participants if they are asked an illegal question how they can answer it with legal phrasing.
 - 1. Example: If an individual is asked “how old are you?” The individual may respond with “I am under 18 years old.”
- l. Slide 12: Contact information
 - i. Instruct participants to analyze their email address and answer the questions on the *Job Application* note taking guide 1.1.13.L1.
- m. Slide 13: Social security numbers
 - i. Explain to participants that giving out a social security number on a job application puts them at a risk for problems such as identity theft.
 - ii. Discuss with participants other options such as giving the employer their social security number at a job interview or once they are hired to conduct a background check.
- n. Slide 14: Salary/Wages
 - i. Ask participants how they would answer the question “what salary is expected?”
- o. Slide 15: Changing jobs
 - i. Ask participants to list reasons why people may change jobs?
 - 1. Answers may include: better opportunity, further education, temporary job.
 - ii. Discuss with participants why you should not speak negatively about a job, supervisor, or coworkers when referring to the reason why an individual left the job.
- p. Slide 16: References
 - i. Ask participants to list two personal references and one professional reference on their note taking guide 1.1.13.L1.
 - ii. Ask participants why it is important to contact their reference prior to an employer contacting their reference.
- q. Slide 17: Turning in the Job Application
- r. Slide 18: The Law
- s. Slide 19: The Law
 - i. Discuss with participants if they feel the law is appropriate.
 - ii. Ask participants what changes would they make to the law if they could?
- t. Slide 20: The Law
 - i. Ask participants to compare and contrast the different laws for each age group.
 - ii. After you have presented slide 20, instruct participants to indicate if they agree with the labor laws and their reasoning for their decision on the *Job Application* note taking guide 1.13.1.L1
- u. Slide 21: Conclusion
- v. Slide 22: References

CONCLUSION

Instruct participants to play the *Job Application* activity 1.1.13.H1. Use the *Job Application Activity Instructions* 1.1.13.J1 for the materials list and facilitation instructions.

ASSESSMENT

Reviewing Job Applications worksheet 1.13.1.A2

Or

Instruct participants to complete the *A Job Application* worksheet 1.1.13.A1 again.

**Note to teacher:* you may do this activity by having participants find their own job application and completing it in the classroom.

MATERIALS

- A Job Application worksheet – 1.1.13.A1
- Reviewing Job Applications worksheet – 1.1.13.A2
- Job Application information sheet – 1.1.13.F1
- Job Application PowerPoint presentation – 1.1.13.G1
- Job Application activity board 1 per group – 1.1.13.H1
- Job Application activity pieces 1 set per activity board – 1.1.13.H2
- Job Application activity score card 1 per participant – 1.1.13.H3
- Job Application Activity Instructions – 1.1.13.J1
- Job Application Activity Answers answer key 1 per group – 1.1.13.K1
- Job Application note taking guide – 1.13.1.L1
- 1 die per activity board
- 1 activity token per participant
- 2 colored markers per participant
- 1 dry erase marker per score card 1.1.13.H3 or per activity board 1.1.13.H1

RESOURCES

1. Tips for an effective job search

<http://wsd.dli.mt.gov/local/greatfalls/Tips.asp>

- Montana’s official state website for the Department of Labor and Employment. This website contains information valuable to future employees such as multiple tips on how to make their job search a success.

2. Job Applications

<http://www.iseek.org/sv/41435.jsp>

- Minnesota works to provide thousands of jobs online through career, education, employment, and business information. A large portion of providing jobs is including information on how to properly fill out a job application.

3. Independence for Foster Youth

<http://independence.wa.gov/jobs/apptips.asp>

- Washington’s outreach to help foster independence in youth by aiding them in successfully obtaining a job.

4. US Department of Labor

<http://www.dol.gov/elaws/esa/flsa/docs/hours.asp>

- Getting people back to work and giving them hope for their future and educating employees about their rights in the workforce.

5. The US Equal Employment Opportunity Commission

<http://www.eeoc.gov/facts/qanda.html>

- Federal laws prohibiting job discrimination questions and answers.



JOB APPLICATION

	Total Points Earned
54	Total Points Possible
	Percentage

Name _____

Date _____

Class _____

What steps should Sam take to begin the job search process?

- 1.
- 2.
- 3.
- 4.

JOB APPLICATION

Define job application

How is a job application used?

- 1.
- 2.
- 3.

ACQUIRING

What are four ways to acquire a job application?

- 1.
- 2.
- 3.
- 4.

COMPLETING

How should a person be dressed when going into a business to acquire a job application?

Completing a job application on-site:

Advantage:

Disadvantage:

Completing a job application at home:

Advantage:

Disadvantage:

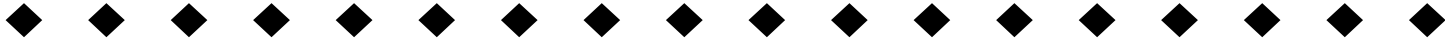


To be ready to complete a job application on-site, have the following things available:

- 1.
- 2.
- 3.
- 4.

What does NA mean?

Why do you not want to use abbreviations on an application?



It is illegal for employers to discriminate against the following:

- 1.
- 2.
- 3.
- 4.

What is your email address?

Would you consider it appropriate to give to a future employer?

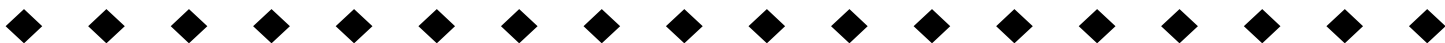
If no, how would you change it?

If a person is dishonest on a job application, what two things could potentially happen?

- 1.
- 2.

Voicemail messages should not include:

- 1.
- 2.



Salary and wages

When a person is not sure what to put for salary expected, use the term _____.

Changing Jobs

What are two reasons an individual may quit a job?

- 1.
- 2.

A more neutral term for being fired
is _____.

A more neutral term for quitting
is _____.

References

Define personal reference—

List two personal references:

- 1.
- 2.

Define professional reference—

List one professional reference:

- 1.

The Law

What is minimum wage?

As of April 2008, what is the federal minimum wage?

Labor Laws for 14 and 15 year olds include:

- 1.
- 2.
- 3.
- 4.
- 5.

Labor Laws for 16 and 17 year olds include:

- 1.

Labor Laws for 18 year olds include:

- 1.

Do you believe that these labor laws are fair? Support your decision with one reason.



A JOB APPLICATION

	Total Points Earned
25	Total Points Possible
	Percentage

Name _____

Date _____

Class _____

Personal Information	
NAME (First, Middle, Last)	OTHER NAME(S) YOU HAVE USED AT WORK OR SCHOOL
PHONE NUMBER	SOCIAL SECURITY NUMER (Optional)
STREET ADDRESS	CITY, STATE, ZIP CODE
HOW LONG HAVE YOU LIVED AT YOUR CURRENT ADDRESS?	PERSON TO CONTACT IN EMERGENCY (Name and Phone Number)
Are you under the age of 18? If "yes," can you, after employment, show proof of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Can you, after employment, submit certification of your legal right to work in the U.S.?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been counseled or disciplined for being late or absent from work or school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
The U.S. Secretary of Health and Human Services has determined that certain diseases, including hepatitis A, salmonella, shigella, staphylococcus, streptococcus, giardia, and compylobacter, may prevent you from serving food or handling food equipment in a sanitary or healthy fashion. An essential function of this job involves serving food or handling food equipment in a sanitary and healthy fashion. Can you, with or without reasonable accommodation, perform this essential function of this job?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a felony, a crime involving dishonesty, or a crime involving violence to another person?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe, including dates charged, penalties, and current disposition. Note: Convictions are not an automatic disqualification from employment. _____ _____ _____ _____	

Position Requested
<input type="checkbox"/> Team Member: No experience required <input type="checkbox"/> Shift Lead: Food service or retail experience required <input type="checkbox"/> Assistant Manager/Restaurant General Manager: Management experience required

Availability													
Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO
Do you have reliable transportation to get to work? <input type="checkbox"/> Yes <input type="checkbox"/> No						Would you be willing to work at another XYZ store? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If hired when could you begin work? (Month/Day/Year)						How many hours would you like to work each week?							

Education					
NAME	CITY, STATE	# OF YEARS COMPLETED	GPA	DEGREE OR DIPLOMA	CONTACT PERSON DEPARTMENT/PHONE
HIGH SCHOOL					
COLLEGE					
OTHER					
PLEASE LIST ALL JOB-RELATED ORGANIZATIONS, CLUBS, OR ACTIVITIES YOU ARE/WERE INVOLVED IN AT SCHOOL, EXCEPT THOSE THAT INDICATE RACE, RELIGION, COLOR, NATIONAL ORIGIN, ANCESTRY, SEX, OR AGE.					

Work Experience					
COMPANY	ADDRESS	POSITION & DUTIES	SUPERVISOR NAME & PHONE	DATES EMPLOYED	REASON FOR LEAVING
MAY WE CONTACT? <input type="checkbox"/> Yes <input type="checkbox"/> No				ENDING WAGE: \$	
MAY WE CONTACT? <input type="checkbox"/> Yes <input type="checkbox"/> No				ENDING WAGE: \$	
MAY WE CONTACT? <input type="checkbox"/> Yes <input type="checkbox"/> No				ENDING WAGE: \$	
Have you or any of your relatives ever worked for XYZ Corp. Restaurants, Inc. or any franchisee of these companies? <input type="checkbox"/> Yes <input type="checkbox"/> No					
RELATIONSHIP*	COMPANY	LOCATION (CITY, STATE)		DATES EMPLOYED	

References				
LIST THREE SCHOOL, WORK, OR PERSONAL REFERENCES WHO WE MAY CONTACT. DO NOT LIST PEOPLE WHO ARE RELATED TO YOU.				
NAME	TELEPHONE NUMBER	HOW LONG HAVE YOU KNOWN THIS PERSON?	RELATIONSHIP TO YOU	TYPE OF REFERENCE
				<input type="checkbox"/> SCHOOL <input type="checkbox"/> WORK <input type="checkbox"/> PERSONAL
				<input type="checkbox"/> SCHOOL <input type="checkbox"/> WORK <input type="checkbox"/> PERSONAL
				<input type="checkbox"/> SCHOOL <input type="checkbox"/> WORK <input type="checkbox"/> PERSONAL

Applicant's Statements	
<p>READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID.</p> <ol style="list-style-type: none"> The information I am presenting in this application is complete, true and correct to the best of my knowledge. I understand that any falsification, misrepresentation, or omissions could result in the denial of my application, withdrawal of any offer of employment, or immediate discharge. I understand that in connection with the application process, XYZ and its representatives may contact my former employers, educational institutions, references, and other relevant third parties to obtain additional information related to the information given by me in this application. I also understand that XYZ may provide such information to its parent company and affiliates and to other third parties. I hereby request, release, and consent to the release and disclosure of such information. I further release and hold harmless XYZ, XYZ's parent company and affiliates, their officers, employees and agents, and any other parties inquiring about, investigating, furnishing, communicating, reviewing, or evaluating such information from any and all potential claims, demands, damages, liabilities, and/or actions of any kind arising from such activities, whether known or unknown to me presently, that I may have, now or in the future. If employed, I agree to conform to the rules and regulations of XYZ Corp. and understand that I will be an employee at-will, and my employment may be terminated at any time by me or XYZ, with or without notice, for any reason. I understand that only the President of XYZ Corp. or the Vice President of Human Resources of XYZ Corp. has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. 	
APPLICANT'S SIGNATURE	DATE



REVIEWING JOB APPLICATIONS

	Total Points Earned
12	Total Points Possible
	Percentage

Name _____

Date _____

Class _____

Directions: Match the following terms with the statements below. Each question is worth 1 point.

____ 1. A written request for employment typically on a specific form provided by the potential employer.

____ 2. Someone who can honestly attest to one's character.

____ 3. Someone who has supervised an individual in the work force.

____ 4. A set amount by the federal government that is required in the United States to pay employees regardless of the job or employee.

- A. Professional Reference
- B. Personal Reference
- C. Job Application
- D. Minimum Wage

Directions: Read the following questions and write the correct answer. Each is worth 2 points.

5. Identify two things a person should bring with them to the business in case they are asked to complete the application on-site.

6. How should a person dress when they enter a business to pick up an application?

7. What are two ways to acquire an application?

8. What should a person do if they make a mistake on a job application?



JOB APPLICATION ACTIVITY INSTRUCTIONS

*Note to teacher: Laminating the activity board, activity questions, and participant score sheet will allow them to be used multiple times. Give each participant a dry erase marker to write with to keep track of their points on the point sheet.

Supplies Needed:

- 1 activity token per participant
- 1 die per activity board
- 1 activity board 1.1.13.H1 per group
- 1 set of activity cards 1.1.13.H2 per activity board
- 1 score card 1.1.13.H3 per participant
- 1 activity answers per group 1.1.13.K1
- 1 dry erase maker per score card 1.1.13.H3 or 1 dry erase maker per activity board 1.1.13.H1

Setting up the activity:

1. Instruct participants to break into groups of 4 per activity board 1.1.13.H1.
 - a. Each group will have three participants playing the activity and one facilitator.
 - i. The facilitator will have one copy of the activity answers 1.1.13.K1 and will determine if the answer given by the participant is correct.
 - ii. In the bottom right hand corner of each activity card 1.1.13.H2 the question number is indicated to reference the activity answers 1.1.13.K1.
2. Hand out one set of activity pieces 1.1.13.H2 to each group of participants.
 - a. If a die is used in the activity to indicate the number of spaces moved, the numbers cards will not be used.
 - b. If a die is not used to indicate the amount of spaces moved, there will be five separate piles of cards including the number cards.
3. Each of the activity cards 1.1.13.H2 should be separated by colors and placed in four separate piles face down.
 - a. Red is Changing jobs/ References.
 - b. Green is Completing the job application/Salary and wages.
 - c. Blue is Acquiring a job application/Importance of a job application.
 - d. Purple is The Law.

Playing the activity:

1. Each participant will put their activity token on the start box.
2. Using either a die or drawing from the number cards pile, the participants will move their token around the activity board the number indicated in either direction they choose. They may continue to move around the activity board in either direction for the duration of the activity.
3. The color square that the participants land on indicates the color activity card question they must select and answer.
4. Points indicated on the activity card are awarded for a correct answer; however, there is no penalty for an incorrect answer.
5. If a question is answered correctly, the card is set aside for another activity.



6. If a question is answered incorrectly, the card is put on the bottom of the pile to be used later in the activity.
7. If a participant lands on the square labeled “choose any color,” they may move their activity token to any colored square on the board to increase their score.
8. Participants will keep track of their points earned in each category on their score sheet. Once they have earned 100 points in each category they will track additional points in the “extra” points box.

Object of the activity:

1. Participants must achieve 100 points in each color category to be eligible to win.
2. The activity ends when all of the questions from each category have been answered correctly.
3. Out of those that have achieved 100 points in each category the ultimate winner will be the participant with the most overall points.



BLUE	CHOOSE ANY COLOR	PURPLE	GREEN	PURPLE
RED	<h1>JOB APPLICATION ACTIVITY</h1>			BLUE
CHOOSE ANY COLOR				RED
GREEN				BLUE
RED				CHOOSE ANY COLOR
START				RED



1.1.13.H2
**What should
be worn when an
individual goes into a
business to acquire a job
application?**

25 points **Question 1**

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1.1.13.H2
**If an individual
is interested in more
than one position, how
many applications
should they complete?**

50 points **Question 2**

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1.1.13.H2
**Why should
an individual make
copies of the application
prior to completing it?**

75 points **Question 3**

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1.1.13.H2
**Why is it
better to take the
application home, fill it
out and then return it?**

100 points **Question 4**

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1.1.13.H2
**Define job
application.**

25 points **Question 5**

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1.1.13.H2
**Why do
employers use job
applications?**

50 points **Question 6**

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1.1.13.H2
**Identify two
things someone should
bring with them in case
the business asks them
to complete the
application on-site.**

75 points **Question 7**

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1.1.13.H2
**When does
the interview begin?**

100 points **Question 8**

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1.1.13.H2
**What type of
jewelry should not be
worn?**

25 points **Question 9**

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1.1.13.H2




ACQUIRING A JOB
APPLICATION/
IMPORTANCE OF A JOB
APPLICATION
BLUE

1.1.13.H2



ACQUIRING A JOB
APPLICATION/
IMPORTANCE OF A JOB
APPLICATION
BLUE

1.1.13.H2




ACQUIRING A JOB
APPLICATION/
IMPORTANCE OF A JOB
APPLICATION
BLUE

1.1.13.H2




ACQUIRING A JOB
APPLICATION/
IMPORTANCE OF A JOB
APPLICATION
BLUE

1.1.13.H2



ACQUIRING A JOB
APPLICATION/
IMPORTANCE OF A JOB
APPLICATION
BLUE

1.1.13.H2




ACQUIRING A JOB
APPLICATION/
IMPORTANCE OF A JOB
APPLICATION
BLUE

1.1.13.H2



ACQUIRING A JOB
APPLICATION/
IMPORTANCE OF A JOB
APPLICATION
BLUE

1.1.13.H2



ACQUIRING A JOB
APPLICATION/
IMPORTANCE OF A JOB
APPLICATION
BLUE

1.1.13.H2



ACQUIRING A JOB
APPLICATION/
IMPORTANCE OF A JOB
APPLICATION
BLUE

What are
ways to acquire a job
application?

1.1.13.H2

50 points

Question 10

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If a person is
not honest on their
application, what could
happen?

1.1.13.H2

25 points

Question 1

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If a person's
handwriting is not
legible, what can they do
as an alternative?

1.1.13.H2

50 points

Question 2

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If a mistake on
an application is made,
what should a person
do?

1.1.13.H2

75 points

Question 3

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How should a
person answer the
question "what position
are you applying for?"

1.1.13.H2

100 points

Question 4

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How should
an individual answer the
question "what are your
skills and abilities?"

1.1.13.H2

25 points

Question 5

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What
abbreviations are
appropriate to use?

1.1.13.H2

50 points

Question 6

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What does
NA stand for?

1.1.13.H2

75 points

Question 7

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What is
important to consider
when providing a start
date?

1.1.13.H2


100 points

Question 8

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1.1.13.H2



COMPLETING THE JOB
APPLICATION/ SALARY
AND WAGES
GREEN

1.1.13.H2




COMPLETING THE JOB
APPLICATION/ SALARY
AND WAGES
GREEN

1.1.13.H2




ACQUIRING A JOB
APPLICATION/
IMPORTANCE OF A JOB
APPLICATION
BLUE

1.1.13.H2




COMPLETING THE JOB
APPLICATION/ SALARY
AND WAGES
GREEN

1.1.13.H2




COMPLETING THE JOB
APPLICATION/ SALARY
AND WAGES
GREEN

1.1.13.H2




COMPLETING THE JOB
APPLICATION/ SALARY
AND WAGES
GREEN

1.1.13.H2




COMPLETING THE JOB
APPLICATION/ SALARY
AND WAGES
GREEN

1.1.13.H2



COMPLETING THE JOB
APPLICATION/ SALARY
AND WAGES
GREEN

1.1.13.H2



COMPLETING THE JOB
APPLICATION/ SALARY
AND WAGES
GREEN

If an individual's contact information changes what should they do?

1.1.13.H2

25 points

Question 9

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What might the employers request after the application is turned in and prior to hiring?

1.1.13.H2

50 points

Question 10

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When asked about hourly rate expectations, why is "negotiable" a proper answer?

1.1.13.H2

75 points

Question 11

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Why is it bad to list an hourly rate that is too high?

1.1.13.H2

100 points

Question 12

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Why is it bad to list an hourly rate that is too low?

1.1.13.H2

25 points

Question 13

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In what order should prior jobs be listed on an application?

1.1.13.H2

25 points

Question 1

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What is a proper term for quitting?

1.1.13.H2

50 points

Question 2

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If past employers will be contacted, what would an individual want them to say regarding their separation?

1.1.13.H2

75 points

Question 3

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What are two reasons people change jobs?

1.1.13.H2


100 points

Question 4

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1.1.13.H2




COMPLETING THE JOB
APPLICATION/ SALARY
AND WAGES
GREEN

1.1.13.H2




COMPLETING THE JOB
APPLICATION/ SALARY
AND WAGES
GREEN

1.1.13.H2




COMPLETING THE JOB
APPLICATION/ SALARY
AND WAGES
GREEN

1.1.13.H2




CHANGING JOBS/
REFERENCES
RED

1.1.13.H2




COMPLETING THE JOB
APPLICATION/ SALARY
AND WAGES
GREEN

1.1.13.H2




COMPLETING THE JOB
APPLICATION/ SALARY
AND WAGES
GREEN

1.1.13.H2




CHANGING JOBS/
REFERENCES
RED

1.1.13.H2



CHANGING JOBS/
REFERENCES
RED

1.1.13.H2



CHANGING JOBS/
REFERENCES
RED



What is a
proper term for fired?

1.1.13.H2

25 points

Question 5

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When should
permission be given for a
future employer to
contact a current
employer?

1.1.13.H2

50 points

Question 6

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What are two
good reasons to indicate
for being laid off?

1.1.13.H2

75 points

Question 7

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What are two
good reasons to indicate
for quitting?

1.1.13.H2

100 points

Question 8

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What is a personal
reference?

1.1.13.H2

25 points

Question 9

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What is a
professional reference?

1.1.13.H2

50 points

Question 10

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Why should
an individual gain
permission from a
reference prior to using
them?

1.1.13.H2

75 points

Question 11

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What
information should an
individual give about a
reference?

1.1.13.H2

100 points

Question 12

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What should
an individual double
check their application
for, prior to turning it
in?

1.1.13.H2


25 points

Question 13

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Career Unit – Job Application




1.1.13.H2




CHANGING JOBS/
REFERENCES
RED

1.1.13.H2




CHANGING JOBS/
REFERENCES
RED

1.1.13.H2




CHANGING JOBS/
REFERENCES
RED

1.1.13.H2



CHANGING JOBS/
REFERENCES
RED

1.1.13.H2




CHANGING JOBS/
REFERENCES
RED

1.1.13.H2




CHANGING JOBS/
REFERENCES
RED

1.1.13.H2




CHANGING JOBS/
REFERENCES
RED

1.1.13.H2



CHANGING JOBS/
REFERENCES
RED

1.1.13.H2



CHANGING JOBS/
REFERENCES
RED

When a person is getting ready to turn in the application, they should call the business with questions regarding what?

1.1.13.H2

50 points

Question 14

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When should a call confirming the application was received and an inquiry about additional questions occur?

1.1.13.H2

75 points

Question 15

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What can employers not discriminate against?

1.1.13.H2

25 points

Question 1

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What is the legal way an employer may ask about an individual's age?

1.1.13.H2

50 points

Question 2

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The minimum hourly rate was set at what in April 2008?

1.1.13.H2

75 points

Question 3

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What is the minimum legal age to begin working?

1.1.13.H2

100 points

Question 4

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At what age can an individual work any job for an unlimited amount of hours?

1.1.13.H2

25 points

Question 5

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At what age can an individual perform a non-hazardous job for an unlimited amount of hours?

1.1.13.H2

50 points

Question 6

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At age 14 and 15 an individual can work no more than how many hours per day on school days?

1.1.13.H2


75 points

Question 7

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1.1.13.H2




THE LAW
PURPLE

1.1.13.H2




CHANGING JOBS/
REFERENCES
RED

1.1.13.H2




CHANGING JOBS/
REFERENCES
RED

1.1.13.H2




THE LAW
PURPLE

1.1.13.H2




THE LAW
PURPLE

1.1.13.H2




THE LAW
PURPLE

1.1.13.H2




THE LAW
PURPLE

1.1.13.H2



THE LAW
PURPLE

1.1.13.H2



THE LAW
PURPLE

At age 14 and
15 an individual can
work no more than how
many hours during a
school week?

1.1.13.H2

100 points Question 8

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At age 14 and
15 an individual can
work no more than how
many hours per day on
non school days?

1.1.13.H2

25 points Question 9

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At age 14 and
15 an individual can
work no more than how
many hours per week
when school is not in
session?

1.1.13.H2

50 points Question 10

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When are
evening hours extended
to for 14 and 15 year
olds?

1.1.13.H2

75 points Question 11

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When evening
hours are extended for
14 and 15 year olds, they
are extended to what?

1.1.13.H2

100 points Question 12

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14 and 15 year
olds may not work
before what time in the
morning?

1.1.13.H2

75 points Question 13

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1.1.13.H2

1

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1.1.13.H2

2


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1.1.13.H2

3


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1.1.13.H2




THE LAW
PURPLE

1.1.13.H2




THE LAW
PURPLE

1.1.13.H2




THE LAW
PURPLE

1.1.13.H2




THE LAW
PURPLE

1.1.13.H2




THE LAW
PURPLE

1.1.13.H2




THE LAW
PURPLE


1.1.13.H2



1.1.13.H2



1.1.13.H2



1.1.13.H2

4

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1.1.13.H2

1

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1.1.13.H2

2

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1.1.13.H2

3

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1.1.13.H2

4

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1.1.13.H2

1

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1.1.13.H2

2

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1.1.13.H2

3

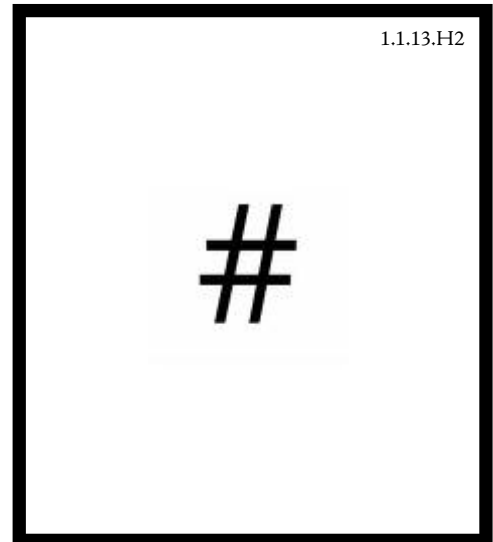
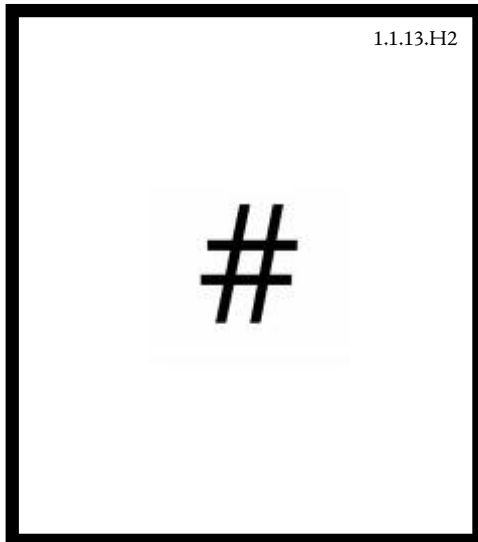
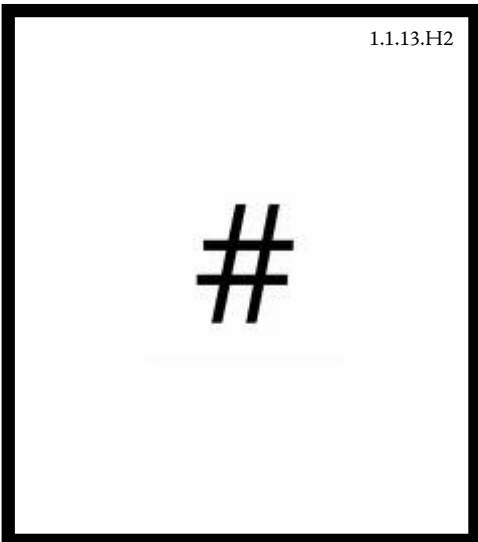
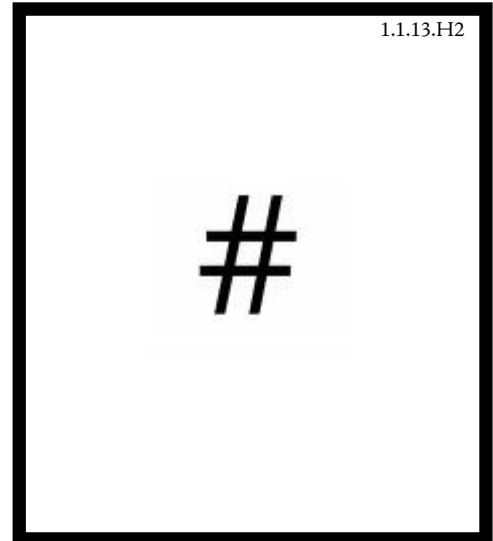
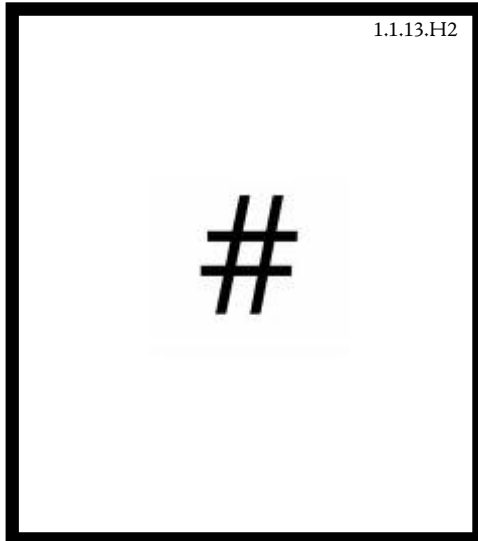
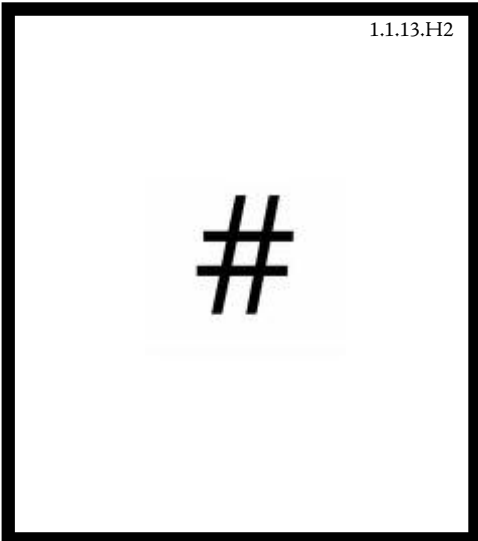
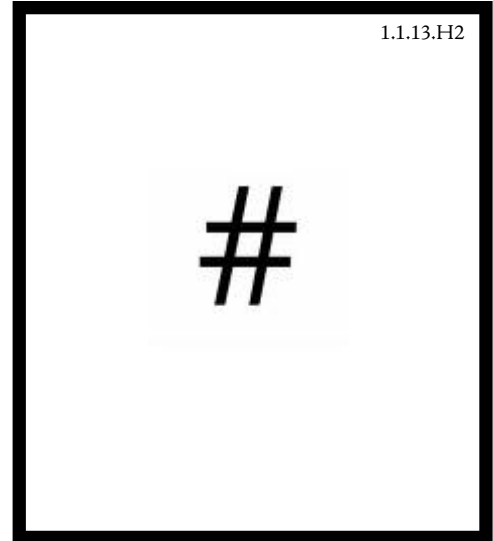
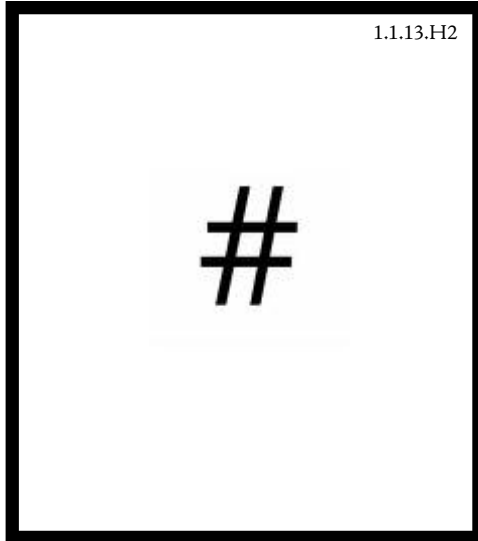
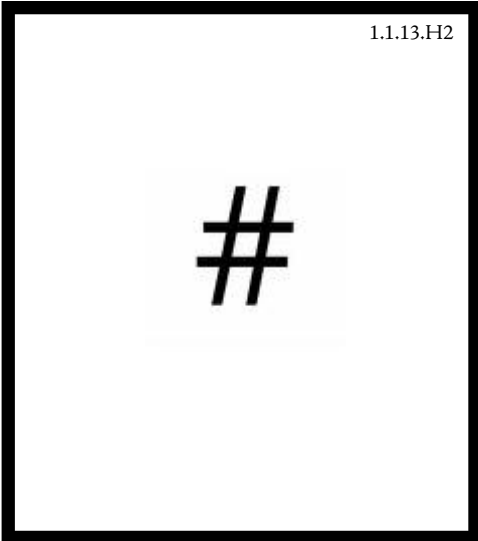
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1.1.13.H2

4

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Participant Activity Card

Directions: Record the amount of points scored in each color category below. Remember you must have a minimum of 100 points per color. Any additional points will be recorded in the additional points box below each color. The winner at the end of the activity is the one with 100 points in each category and the most total points. Good luck!

Purple—The Law

**Red—Changing Jobs/
References**

**Green—Completing
the job application/
Salary & wages**

**Blue—Acquiring a job
application/Importance
of a job application**

Points scored

--	--	--	--

Total points scored (100)

--	--	--	--

Extra points scored

--	--	--	--

Total extra points scored

--	--	--	--

Total points

--	--	--	--



JOB APPLICATION ACTIVITY ANSWERS

Acquiring a job application/Importance of a job application– Blue

1. What should be worn when an individual goes into a business to acquire a job application?
- A pair of pants that are not denim and a collared shirt.
2. If an individual is interested in more than one position, how many applications should they complete?
-An individual should fill out one application per position that an individual are applying for.
3. Why should an individual make copies of the application prior to completing it?
-In case a mistake is made on the first one, another application is available to be filled out.
4. Why is it better to take the application home, fill it out and then return it?
-An individual is able to take their time to make sure that they do not make any mistakes.
5. Define job application. *-A written request for employment, typically on a specific form provided by the potential employer.*
6. Why do employers use job applications?
-To gather information about an individual's qualification and to compare them to other candidates.
7. Identify two things someone should bring with them in case the business asks them to complete the application on-site.
-Black pen, an information sheet containing past employers with street address and phone numbers, references, and education information.
8. When does the interview begin?
-When a person walks into the business to acquire a job application.
9. What type of jewelry should not be worn?
-Jewelry that is heavy or highly noticeable.
10. What are ways to acquire a job application?
-Phone, mail, email, walking into the business, online.

Completing the job application/Salary and wages – Green

1. If a person is not honest on their application, what could happen?
-They could either not receive the job or be fired.
2. If a person's handwriting is not legible, what can they do as an alternative?
-Scan the document into their computer, type out responses to hand in with the application.
3. If a mistake on an application is made, what should a person do?
-Use correction fluid sparingly or a better alternative would be to start over.
4. How should a person answer the question "what position are you applying for?"
-Be as specific as possible.
5. How should an individual answer the question "what are your skills and abilities?"
-List only skills and abilities that directly relate to the job that you are applying for.
6. What abbreviations are appropriate to use?
-NA is appropriate to use. You may also use an abbreviation for a word that you have spelled out earlier in the application and indicated the abbreviation in parentheses behind the word.
7. What does NA stand for?
-Not applicable
8. What is important to consider when providing a start date?
- It is important to consider if the date that you provide the employer is reasonable and realistic.
9. If an individual's contact information changes what should they do?
-Contact the company and give them your up-to-date contact information.



10. What might the employers request after the application is turned in and prior to hiring? -
An illegal drug test.
11. When asked about hourly rate expectations, why is “negotiable” a proper answer? -*So an individual does not ask for too little or too much and it gives room to discuss it with the employer.*
12. Why is it bad to list an hourly rate that is too high? -*The employer may not give an individual the opportunity to interview because they feel that they will not be able to afford them.*
13. Why is it bad to list an hourly rate that is too low? -*A person does not want to give an amount that is less than they deserve.*

Changing jobs/ References – Red

1. In what order should prior jobs be listed on an application? -*From most to least recent.*
2. What is a proper term for quitting? -*Voluntary separation*
3. If past employers will be contacted, what would an individual want them to say regarding their separation? -*Resigned*
4. What are two reasons people change jobs? -*New location, better opportunity, to further education, etc...*
5. What is a proper term for fired? -*Involuntary separation*
6. When should permission be given for a future employer to contact a current employer? -
You should give your future employer permission to contact your current employer once you have notified them regarding the new job opportunity.
7. What are two good reasons to indicate for being laid off? -*Business closing, lack of work, lack of funding, position was temporary or seasonal.*
8. What are two good reasons to indicate for quitting? -*Relocation, better opportunity, to attend school, etc...*
9. What is a personal reference? -*Someone who knows you and can give an honest opinion about a person’s character.*
10. What is a professional reference? -*Someone whom you have worked with or who has supervised you.*
11. Why should an individual gain permission from a reference prior to using them? -*They can be more prepared to answer questions regarding you to a future employer.*
12. What information should an individual give about a reference? -*Phone numbers, email address, and best time of the day to reach them.*
13. What should an individual double check their application for, prior to turning it in? -*All of your information for accuracy and to make sure there are no other mistakes.*
14. When a person is getting ready to turn in the application, they should call the business with questions regarding what? -*To find out who the application should be turned in to and the best time of day to return it.*
15. When should a call confirming the application was received and an inquiry about additional questions occur? -*3 business days*

The Law – Purple

1. What can employers not discriminate against? -*Race, color, religion, or gender*
2. What is the legal way an employer may ask about an individual’s age? -*Are you over the age of 18, yes or no?*
3. The minimum hourly rate was set at what in April 2008? -*\$6.55/ hour*
4. What is the minimum legal age to begin working? -*14*



5. At what age can an individual work any job for an unlimited amount of hours? *-18*
6. At what age can an individual perform a non-hazardous job for an unlimited amount of hours? *-16 and 17*
7. At age 14 and 15 an individual can work no more than how many hours per day on school days? *-3 hours per day*
8. At age 14 and 15 an individual can work no more than how many hours during a school week? *-18 hours per week*
9. At age 14 and 15 an individual can work no more than how many hours per day on non school days? *-8 hours per day on non school days*
10. At age 14 and 15 an individual can work no more than how many hours per week when school is not in session? *-40 hours per week when school is not in session.*
11. When are evening hours extended to for 14 and 15 year olds? *-June 1 through Labor Day*
12. When evening hours are extended for 14 and 15 year olds, they are extended to what? *-9:00pm*
13. 14 and 15 year olds may not work before what time in the morning? *-7:00am*

