

# Daily Lesson Plan – Career Preparation: Job Applications

<b>Teacher</b>	<b>Subject</b>	<b>Grade Level</b>	<b>Time Needed</b>
Patty Sarkady	Business and Technology	9 <sup>th</sup> through 12 <sup>th</sup>	50 minutes

**Topic/Focus:** This lesson is designed to prepare students for the real-world of work. Students practice writing and filling out sample job application forms.

**Lesson Objectives:** The students will be able to:

- Practice the proper procedures for filling out a job application. (Affective)
- Complete a job application form using correct grammar, spelling and accurate information. (Affective)
- Observe different types of job applications (Psychomotor)
- Provide the personal information necessary for applying for a job. (Affective)
- Define vocabulary commonly used on a job application (Cognitive)

**Materials:** Blank job applications from a variety of businesses, 32 black pens, PowerPoint presentation, teacher computer station. Also have their corrected resumes ready to pass back today.

**Preparation:** Photocopy job applications for each group and get PowerPoint slide presentation loaded onto the computer and projected on the screen.

**Classroom Setting:** Desks will be placed in groups of four; the in-class activity is designed for group work. The PowerPoint presentation will be placed in the middle of the room for all to see.

**Key Behavioral Reminders:** “We are working in groups today; I will be walking around assisting everyone throughout the period.” “Feel free to help each other out.” “Please fill these applications out to the best of your abilities. Remember, if you need help please let me know; this exercise is to prepare you in filling out a REAL job application.” “Yes, you may use these applications to really apply for a job.”

## **Instructional Plan**

### **Anticipatory Set:**

As the students are walking in, the PowerPoint slide will read, “Job Applications”. Students will sit down in any group of desks they choose.

When the bell rings, I will ask the students “who has filled out a job application before?”. I will assign those students titles as APPLICATION LEADERS. They will be responsible to help students within their group.

### **Sequence of Learning Activities:**

1. Greet class
2. Commend the class on their resume writing from the previous days

3. Remind them that the evaluation and critique will take place after school
4. Ask students, "Who has filled out job applications before?"
5. Announce to the class that these students will act as APPLICATION LEADERS
6. Begin PowerPoint direct instruction detailing the proper way to fill out an application and the vocabulary terms on the application
7. The students will participate in a discussion reviewing the correct procedures for filling out an application.
8. Answer any questions
9. Students break into groups and choose 1 of 5 different job application forms to complete.
10. Check on groups to see if any help is needed
11. Students complete job application forms
12. Tell students that there is going to be a quiz tomorrow and tell them it is on the terminology that is written on the board
13. Answer any questions
14. Pass back their corrected Resumes and collect their job application forms
15. Tell students that if there are no corrections, that they may put it in their portfolios, if there are corrections, they have to make the necessary changes and turn it in.

**Key Discussion Questions:**

1. "Why is knowing the vocabulary important?"
2. "What are some differences in these applications, Jessie?"
3. "Do you feel it is acceptable to borrow the prospective employer's phone to call your reference? Why or why not?"
4. "A lot of companies only accept online applications. We will do an online exercise tomorrow."

**Assignment:** Study for the job application vocabulary quiz and make any corrections needed on the resume.

**Rationale:** Most people have to fill out applications many times throughout their lives. The students will learn how to properly fill out the applications, along with the basic terminology on the applications.

**Evaluation of Student Learning:**

Formative: Observe the students as they participate in lecture/discussion and in their group setting. Were all students on task? Did they all Participate? Did they follow directions?

Summative: Evaluation of vocabulary quiz and completion of job application form. Students will also be required to fill out an online application using their Chromebooks.