

Job Application Lesson 1: Juniors

Nov. 7, 2017

	Lessons	Standards
Last Week Oct 30 – Nov 3	Early Release – No AG (Mon) AG Team Building (Tues)	SEL 2: Social Belonging
This Week Nov 6 - 10	Job Application Lesson 1? (Tues) Veteran’s Day – No School (Fri)	CRLE
Next Week Nov 13-17	Early Release - No AG (Mon) Job Application Lesson 2 (Tues) End of Grading Period (Fri)	CRLE

Materials: Job Application 1st Draft (1 per group), Job Application Tips Worksheet (projected)

Note: Teachers - Keep copies of Resumes, Cover Letters, & Job Applications in student portfolios. Students will need them for their EA project portfolio and Mock Interviews.

Procedure:

1. Begin advisory according to personal preference.
2. Take attendance.
3. Read Announcements & Pass out progress reports.
4. The objective of this lesson is for students to be able to identify what types of information should be on a job application. They will then gather this information and be prepared next week to fill out their own job application completely.
5. Lead a class discussion on filling out applications. As a class brainstorm a list of tips for filling out job applications and write it on the white board. Have students write down the tips on a separate sheet of paper so they can reference them later.
6. Project Tips for Filling Out a Job Application sheet and go over the list. Feel free to share your own experience in filling out job applications or your first job horror stories!
7. Divide students into small groups and have them choose a scribe to fill out a job application. Groups should complete the job application using hypothetical or actual combined experience.
8. Have student groups switch job applications with another group and review them. Remind students to look at the applications from the perspective of someone who is hiring a potential employee. Use the Tips for Filling Out A Job Application sheet as a reference of things to look for.
9. Once students have reviewed another group’s application, lead a class discussion on what they saw in the applications filled out by the class and what an employer might think based on the applications that they filled out.
10. End advisory according to personal preference.