

**Juniors**  
**November 1, 2016**

**Objective(s):**

The student will be able to...

1. Identify what types of information should go on a job application.

**Materials:** Blank Job Application, Job Application Tips Worksheet (projected)

**Assignment(s):**

Assignment	Standard(s)	Points	Assigned	Due
Job Application 101	<b>CS.PM.02 Plan, organize, and complete projects and assigned tasks on time, meeting agreed upon standards of quality.</b>	5	11/1/15	11/1/15

**Procedure:**

1. Begin advisory according to personal preference.
2. Take attendance.
3. Read Announcements.
4. Pass out progress reports.
5. Collect resumes.
6. 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.
7. 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!
8. 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.
9. 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.
10. 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.
11. End advisory according to personal preference.