



**LITERACY  
VOLUNTEERS**  
OF GREATER HARTFORD  
**READ. LEARN. GROW.**

***ONLINE JOB APPLICATIONS WORKSHOP***



**Student Guide**

# Workshop Objectives and Agenda



## **Objectives**

*At the end of the workshop, you will be able to:*

- (1) Use online application vocabulary in conversation with each other;
- (2) Identify what may be included in an online job application;
- (3) Create an online job application.

## **Agenda**

- Introduction to Online Job Applications
- Important Vocabulary
- Sections of an Online Job Application
- Tips for Getting Started
- Creating Your Own Online Job Application

# Introduction to Online Job Applications

A **job application** is a form that a person completes to apply for a job. Although some companies may still use paper applications, most companies require you to complete an **online** job application using a **computer** to apply for open positions. Our class today will help prepare you when you want to apply for a job online.



# Important Vocabulary

## Matching Exercise

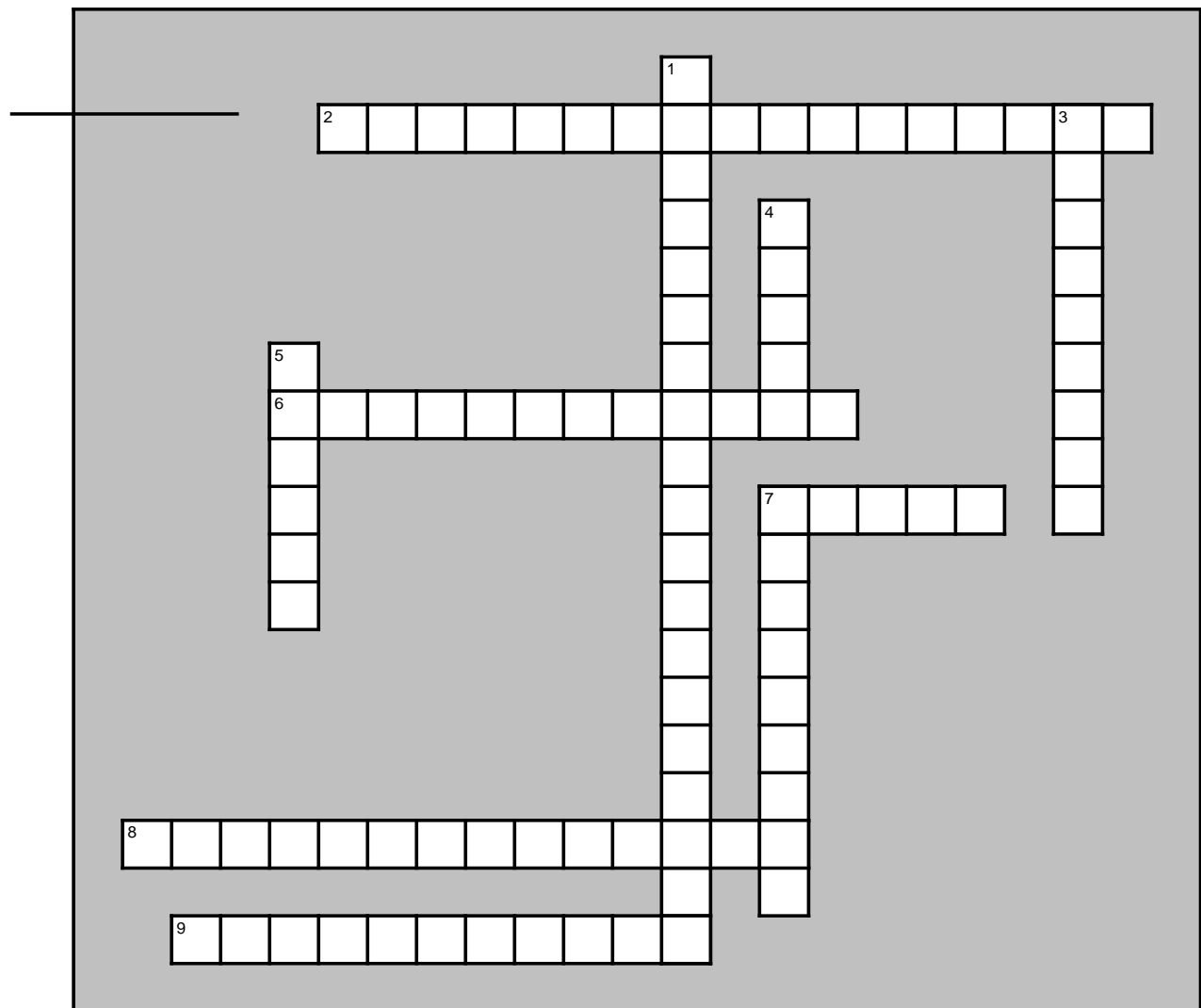
**Directions:** These words are often found on job applications. Match each vocabulary word with the correct meaning.

Words	Meaning
1. Address	a. Given to someone who has successfully completed a series of classes at a college or university
2. Employer	b. A school that you go to after high school to get a degree
3. Position Desired	c. Classes you took
4. Education	d. Why you left or quit a job
5. Days and Hours Available	e. Ways to communicate with you such as email address or phone number
6. High School	f. School in the U.S. for older children
7. College	g. Company
8. Degree	h. Where you live
9. Course of Study	i. Type of job you want
10. Reason for Leaving	j. School, college or university
11. Valid Driver's License	k. Guilty of a crime
12. Contact Information	l. When you can work
13. Social Security Number	m. Armed Services such as Army, Navy, Marines and Airforce
14. Military	n. Number given by the government
15. Convicted	o. Legal license to drive a car

**Directions:** Use the Word Bank below to complete the puzzle on page 5.

Employment History	Personal Information
Availability	Reference
Apply	Shift
Job Description	Salary
Application	Applicant

# Job Application Crossword



## Across

2. a list of the jobs you have worked in the past
6. time that you are able to work during the day
7. to ask for a job in writing
8. written details about a job
9. a piece of paper that a person completes to apply for a job

## Down

1. the part of an application where details about an applicant are given such as the person's name, address, and phone number
3. a person who says good things about an applicant to help him/her get a job
4. the time of day a person works
5. an amount of money a person is paid for working
7. a person who applies for a job

## Sections of an Online Application

**Directions:** Work with a partner. Check the items below that are included in the Wendy's online job application.

- Work Experience or Employment History
- Name of Applicant
- Days and Hours Available
- Education
- Hobbies
- Position Applying for
- References
- Legal Questions
- Date Available
- U.S. Military Service
- Nationality

## Other Questions You May See

**Directions:** Look at page 2 of the GAP online application. Write down the additional questions that they ask.

1. Why are you interested in working for our company?

2. \_\_\_\_\_

3. \_\_\_\_\_

# Tips for Getting Started

## Do:

- Prepare and gather all of the information you will need
- Follow instructions carefully
- Allow at least one hour

## Don't:

- Lie or include false information
- Make any typos or errors



## Creating Your Own Online Job Application

You will now have time in class to work on a practice job application.