Online Job Applications Workshop Lesson Plan

Objectives
At the end of the lesson, students will be able to:
(1) Use online application-related vocabulary and concepts in conversation with each other;
(2) Identify what may be included in an online application;
(3) Create an online job application.

Workshop Duration: 2 hours; Recommended Level: Basic to Level 3

Pre-Work: Students need to create an email address (and remember their passwords to access it).

Preparation/Materials Needed:
- *Session 1 (Classroom)*-Student Guide, Sample Job Applications (Wendy's and The Gap), Practice Online Job Application Form (hard copy for use in class).
  Note to Tutor: Depending on the level of the group, it may help to hand out the worksheets in the Student Guide piecemeal as students progress through the material vs. giving them to students all at once.
- *Session 2 (Computer Lab)*-Practice version of the Online Job Application set up in Computer Lab for each student.

Flow	Time	Presenter	Content/ Key Points to Cover	Teaching Approaches/ Student Guide and Other Materials
1	10 min.		**Welcome/Review Workshop Objectives and Agenda/Introduction to Online Job Applications**	**Ask students to turn to page 2 of their Student Guide.** 1. **Welcome** students to the Online Job Application Workshop. 2. **Review** the objectives and agenda. Have students introduce themselves. 3. **Read or ask students to read the paragraph on page 3:** 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.
2	20 min		**Important Vocabulary: Matching Exercise and Crossword Puzzle Activities**	**Ask Students to turn to page 4 of their Student Guide.** **1. Ask** students to complete the Matching Exercise. **2. Note:** Students may need to use their translators. Facilitator may also need to read each word depending on student levels in the class.

			Matching Exercise (Key): 1. Address (h) 2. Employer (g) 3. Position Desired (i) 4. Education (j) 5. Days and Hours Available (l) 6. High School (f) 7. College (b) 8. Degree (a) 9. Course of Study (c) 10. Reason for Leaving (d) 11. Valid Driver's License (o) 12. Contact Information (e) 13. Social Security Number (h) 14. Military (m) 15. Convicted (k) **Crossword Puzzle (Key):** *Across* 2. Employment History 6. Availability 7. Apply 8. Job Description 9. Application *Down* 1. Personal Information 3. Reference 4. Shift 5. Salary 7. Applicant	3. **Review** responses with class (See Key). **Ask Students to turn to page 4-5 of their Student Guide.** 1. **Ask** students to complete the Crossword Puzzle on page 5 using the "Word Bank" on page 4. 2. **Note:** Students may need to use their translators. If completing the crossword puzzle is too difficult, review the vocabulary in the Work Bank only. 3. **Review** responses with class (See Key) **Note to Tutor:** *If you find that some students take longer on the matching exercise, you can ask the students who are ready to move on to complete the crossword puzzle. This will allow you to provide additional help to students with the matching exercise.*
3	20 min.		**Sections of an online application** **Answer Key:** All items should be checked, except Nationality and Hobbies. **Discussion Points:** <u>The common parts or sections of an online job application are:</u> ▪ **General Information** can include name, address, city, state, phone and email address	**Ask students to turn to page 6 of Student Guide.** **Work in Pairs.** 1. **Ask** the class to look at the Wendy's online job application. Let them know that this is just a sample and that job applications vary by company. 2. **Ask** the students to complete the activity with a partner.

			Personal information can include age if under 18, gender, valid driver's license, position desired, availability to work (day/evening, full or part-time) **Education and Training** can include course of study, name of school and dates. **Past Employment or Work Experience** can include name and address of employers, dates, positions, reason for leaving. **References** can include names of references, addresses, phone numbers, title or occupation and years known - Be sure to ask references for permission first. Confirm that they will support you in a positive way. **Other information that could be included:** **Languages spoken** **Military Service** **Physical Limitations** **Permission to Work in the U.S.** **Conviction of a crime, e.g., felony or misdemeanor** **Additional questions such as**: - Why are you interested in working for our company? Suggested Answer: Your company has a good reputation. I am a hard worker who will represent the company in a very positive way. - What strengths would you bring to our company? Suggested Answer: I am a team player. I care about customers. I am organized and thorough. - What didn't you like about your previous jobs? Suggested Answer: I liked my previous jobs. I now want to grow and learn more. **Note:** The elements and order of online applications vary depending upon the company.	3. **Review** their answers and add comments, as needed (See the key points to cover). Note: The question about having a legal right and necessary documents to work in the U.S. does not relate to their nationality. Employers can't ask about nationality but can ask about eligibility to work. 4. **Ask** the class to look at the GAP INC online job application and complete the activity on the bottom of page 6. Discuss the three additional questions you see on the GAP INC.: - Why are you interested in working for our company? - What strengths would you bring to our company? - What didn't you like about your previous jobs? Ask students how they would respond. Offer suggested answers (see Discussion Points).
4	10 min.		**Tips for Getting Started** <u>Do</u>: - Prepare and gather all of the information you will need - Follow instructions carefully - Allow at least one hour	**Ask students to turn to page 7 of Student Guide.** 1. **Read or ask** students to read each of the "Do's" and "Don'ts." 2. **Discuss** the importance of each item.

Updated 6/3/16

			Don't: • Lie or include false information • Make any typos or errors	
5	30 min.		**Creating Your Own Online Job Application**	**Complete each section of the practice version of the online application with the class.** **1.** Ask students to complete the sample online application (note: separate handout from the Student Guide). It matches what they will see when go to the computer lab. **2. Tell** them that information completed on practice application will be typed in the computer lab when they come to the next session. **3. Walk around** to answer questions and assist students to be sure all information is complete and accurate. **Note to Tutor:** *When students complete the "reason for leaving a job", let them know they should be honest but not negative about former employers. They should use positive terms for explaining their reason for leaving. Some possible answers include: Seeking advancement, Looking for a career change, Relocated, Pursuing degree. Suggest that they meet with Leo Jones for help with this if they have questions.* **Homework:** Complete the GAP application. Bring the completed GAP application to the next class along with the practice online application completed during class.
Computer Lab Session (scheduled on a separate date)			**Using the computer lab and Online Job Application Template set up for each student.**	**Pair** students with Digital Literacy tutors in the lab.