Presentation Notes
Job Applications

Slide 1

Job Applications
Career Portals
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Discuss the questions with students.
Job applications come in two forms – print and electronic versions. Submitting a paper copy of a job application can have its benefits over an online application because it allows you to see the place in person that you are applying to and how the business is run. It also allows the manager to meet you in person when you hand deliver the application. On the other hand, submitting an online application also has its benefits. It allows you to quickly send several applications, while in the comforts of your own home.
Most applications will begin with your personal contact information, such as your name, address, phone number, email and date of birth. Next, you will most likely be asked questions about your educational background – where you went to school and for how long you attended that school. Some applications will ask you about your activities, hobbies and interests – remember to keep this area professional and add positive activities, hobbies or interests.
All applications will ask you about your work history. It is important to be truthful about your work history because your future employer will call and do a background check on you. Do not lie or fabricate details about your work history.
Here is another example of a paper copy job application. This example also includes job references. Remember to include references who are not family and who will give you a positive job recommendation. Always tell the person you wrote their name down for a reference – never let it be a surprise, even if you are sure they will give you a good recommendation.
Here is another example of a job application. This one asks for information about military services. Notice at the bottom of the application it asks for your signature for proof of originality.
Remember that as you complete your job application, it is the very first piece of knowledge the interviewer will have about you. Therefore, you are making an impression upon the interviewer before your interview even begins.
An interviewer usually has several applications to choose from. For this reason, he may choose to “weed” out ones that are not the top contenders for the job. The hiring manager will likely look through the applications and look for ones that have messy handwriting, or incomplete applications and discard them immediately. To ensure your application is not discarded, make sure you complete the application fully, in neat handwriting.
Your goal is to make sure your job application stands out among the stack of applications. You can do this by completing the application in its entirety, using neat handwriting, following directions on the application and highlighting your best qualities.
When you go out looking for a job, be prepared to fill out an application, or even an interview on the spot! It doesn’t always happen, but it is possible.
Therefore, always be ready when asking for an application and when returning an application for an impromptu interview.
When you pick up an application in person, ask for two copies, just in case you make a mistake. When you complete an online application, print out the copy before submitting it for your records.
Always, always, read the directions before completing the job application!
Make sure you have all of the required information before you begin filling out the application. This will ensure the process is easier for you and you fill out the application accurately.
It is a good idea to have this information handy with you when filling out job applications. You can keep a data sheet on hand, a resume or even notes on your cell phone. It really helps to have the information with you when completing the application so you can accurately write down the information instead of guessing.
Filling Out a Job Application
Step 3

• Complete every space on the application. If something does not apply to you, mark it as “Not Applicable” or “N/A.”

Note:
• Complete one of the two paper copies you acquired
• Complete the printed copy of the online version
• On site: Be extremely careful filling out the form

Never leave blank spaces on a job application! Always fill out every space – even if it does not apply to you. Simply mark “not applicable” or “N/A” if the question does not apply to you.
Remember: The first impression you will give the hiring manager is with your resume! So be sure your resume will stand out among the stack.
Filling Out a Job Application

Step 4

Proofread and double check all the information in the application.

Always, always, proofread and double check the application before turning it into the hiring manager!
Lastly, always sign and date the application. If you already have one, attach a resume to the application. We will discuss how to create a resume in the next lesson.
The link above describes how to complete a job application.
What are the errors in this sample job application? Discuss with your students.

Possible answers include: Scratching out answers, blank spaces, listing unprofessional activities
What are the errors in this sample job application? Discuss with your students.

Possible answers include: unprofessional language
What are the errors in this sample job application? Discuss with your students.

Possible answers include: Needs more flexible work hours, needs professional references
This is an example of a good job application. It is neatly filled out and every space is completed.
This is an example of a good job application. It is neatly filled out and every space is completed. The second work history space is marked “N/A” because this person did not have another job to write down.
This is an example of a good job application. It is neatly filled out and every space is completed.
Now it is your turn to complete a job application. Be sure to complete each space as appropriate with a blue or black ink pen, with neat handwriting.
Resources and References

Images:
Microsoft Office Clip Art: Used with permission from Microsoft.

Websites:
Animation Factory
Free slide presentation templates
www.animationfactory.com

Application for Employment
Resources and References

Websites:
Bright HUB Education
Middle School Lesson Plan on Filling Out Job Applications

eHow

How to...Fill Out a Job Application
Instructions on how to complete a job application
http://www.youtube.com/watch?v=fYPaxKpvwgo
Resources and References

Websites:

Job Application Quiz
The Utah Education Network provides a quiz on job applications and provides an answer key
http://www.uen.org/Lessonplannpreview.cgi?LPid=13120

Money Instructor.com
Free Blank Job Applications
http://www.moneyinstructor.com/lesson/jobapp.asp