

NH ADULT WORKER LESSON PLANS

Focus Area:
Worker

Standard: Understands and demonstrates job seeking skills.

Objective: Students will be able to fill out job applications

Classroom Activities:

- Ask pairs of students to work together to fill out a sample job application. (Select from the attachments)
- Ask a small group of students to select three applications for jobs that interest them. Compare and contrast the applications.
 - > List all the information that is the same.
 - > List the parts that are different.
 - > Discuss why you think different employers might ask for different information.
- Create a class list of the information that is most often requested on applications.
 - > Ask each student to list his/her qualifications for employment and to write out the basic information that is often requested.
- Have each student select the application form that interests him/her the most and fill it out. Work with partners to review applications and make corrections.

Writing Practice:

List as many job categories as you can and select the one you think is most interesting. Explain why.

Select a job you would like to apply for. Pretend you are the employer. Write about your expectations for a new employee.

References:

Communication and Writing-PBS Literacy Link, Workplace Essential Skills, Public Broadcasting, 1999
Personal Development~Workforce: Building Success, Steck-Vaughn, 1997
Read to Work-Service and Retail, Linda Stern, Cambridge Adult Education, a division of Simon and Schuster
Contemporary Activity-Based Employment Program, You're Hired, Book One: Charting Your Career Path, 1992

Vocabulary:

- Equal opportunity employer
- Applicant
- Degree
- Position
- Supervisor
- Legally authorized to work
- Involuntarily terminated
- Proof of identity
- Previous employer

Materials! Additional Resources:

Applications attachments: General, Papa Gino's Restaurant, Papa Gino's driver, Payless, Fashion Bug, DēMoulas, Wal-Mart, Staples, TJ Maxx, Barnes & Noble, McDonalds, BankNorth, Birch Super Drug, Jake's Old Fashioned Ice Cream

Local newspaper with job ads

- > Look at the ads. See if you can find some that match the applications that are attached.

Overhead—Make a transparency of an application so the class can view and discuss it.

Index cards students can use to write basic application information.

Extensions:

Ask students if there are types of jobs that interest them that are not represented by the applications in the attachments. Ask volunteers to get sample applications from local employers.

Hand out index cards. Ask students to list the common application information they identified in class for themselves, making sure information is spelled correctly.

Share and proofread each other's applications.