Skills for Success Curriculum Resource Cover Page

Organization

CESBA

Curriculum Resource

Promoting Inclusion: Filling Out Job Applications

OALCF Alignment

Competency	Task Group	Level
Competency A -Find and Use Information	**A1. Read continuous text**	**1**
Competency B - Communicate Ideas and Information	**B2. Write continuous text**	**1**
Competency B - Communicate Ideas and Information	**B3. Complete and create documents**	**1**
Competency E - Manage Learning	**N/A**	**1**
Competency F - Engage with Others	**N/A**	**1**

Goal Paths (check all that apply)

☐ Employment ☒ Postsecondary

☒ Apprenticeship ☐ Independence

☒ Secondary School Credit

Embedded Skills for Success (check all that apply)

☐ Adaptability ☐ Numeracy

☐ Collaboration ☒ Problem Solving

☒ Communication ☒ Reading

☐ Creativity and ☒ Writing
innovation

☒ Digital

Notes: Suggested Milestone – Milestone 27

Contents

Promoting Inclusion: Filling Out Job Applications

What is a Job Application?

A job application is a form that companies (employers) use to collect information about you when you are applying for a job with them. They use the application to see if you might be a good person for the job.

There are many kinds of job applications. Each company will have their own form, but most will include these sections. Each section will have a space for you to write in your information.

1. Personal Information
2. Education and Training
3. Work Experience/Work History/Employment History
4. Availability
5. References

Activity 1: Learning about Job Applications

When filling in a job application it can be hard to remember all the information and dates that you need. Use this activity to organize your information and keep a copy of it to help you with filling in future job applications.

Personal Information

This section will have you fill in information about yourself.

First Name: _____

Last Name (Surname): _____

Telephone Number: _____

Street Address: _____

City: _____ Province: _____

Postal Code: _____

Email Address (it is a good idea to have a professional email address instead of a personal one): _____

Are you legally eligible (able by law) to work in Canada? _____

Education and Training

In this section they will ask for information on your last time in school (your highest level of education) and if you have done any training (for example: workplace safety, food safety or computer courses). If you have not done any training, you can just leave those lines blank.

They may also ask for the date that you completed (finished) them. Sometimes you will see them ask for dates in this format: DD/MM/YYYY. This means day/month/year.

Highest level of education completed: _____

Name of School: _____

Date completed: _____

Training completed: _____

Date completed: _____

Training completed: _____

Date completed: _____

Work Experience/Employment History

This section collects information about your past jobs.

Most forms will ask for information on your last two jobs. You will need the name of the company or person you worked for and when you started and finished the job. They will also want to know the position you worked and what some of your duties were. They may ask you to give the reason why you left your job if you are not still working.

Company: _____

Start Date: _____ End Date: _____

Position: _____

Full Time or Part Time: _____

Duties/Responsibilities:

_____

_____

_____

Reason for leaving:

_____

Company: _____

Start Date: _____ End Date: _____

Position: _____

Full Time or Part Time: _____

Duties/Responsibilities:

_____

_____

_____

Reason for leaving:

_____

Availability

This section asks you to fill in what days and times you are available (when you can work). This is important if you are applying for a part time job where there are different shifts available. Some job applications will ask for the number of hours you would like to work in a week (preferred hours per week).

They will also ask when you would be available to start working if you got the job.

Hours Available:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From							
To							

Preferred Hours per week: _____

Date available to start work: _____

References

You may also be asked to give references. References mean people that you have worked for in the past that can answer questions about your work experiences and skills. Sometimes you can also include a personal reference. A personal reference might be a teacher or a friend.

You should ask the person you would like to use as your reference if it is okay to put their information on your job application form.

Reference #1

Name: _____ Telephone: _____

Email: _____ Job Title: _____

Reference # 2

Name: _____ Telephone: _____

Email: _____ Job Title: _____

Other Questions there might be on a Job Application

What are some of your interests and hobbies?

Are you willing to get more training?

Why did you apply for this job at our company?

If the job requires you to drive, they will ask if you have a valid driver's license?

Are you willing to travel (drive to different places) for work?

Are you willing to relocate (move to another town or city) for this job?

Employment Status on Job Applications

Employment status is the kind of work you do. The form could say employment status, employment history or "What is your job?"

Apprentice	A person who is learning to work in a trade, like a mechanic or carpenter. As an apprentice you can learn a trade while working for someone and going to school part time.
Employee	(Workers)People that are working for someone else or a company.
Employer	The person or company that you are working for and pays you.
Self-Employed	Being self-employed means that you work for yourself.
Unemployed	People that do not have a job.
Volunteer	People that are working to help others but do not get paid.

Activity 2: Vocabulary Practice

Use the vocabulary word from the Employment Status table to fill in the blanks (lines) in these sentences.

1. I cut people's lawns and look after their flowers and trees. I work for myself. I am _____.

2. I work for Sam at the bookstore. She is my _____.

3. I am not working right now. I am _____, but I am looking for a job in a factory.

4. Before I became an electrician, I was an _____ with a great company and I learned a lot about the trade.

5. I am happy to be an _____ at the coffee shop in our town; they are great to work for.

Activity 3: Practice filling in a Job Application

Use the job application on the next two pages to practice. As you will see, there are many different forms of job applications, but they usually ask for the same information.

EMPLOYMENT APPLICATION FOR GENERAL RESTAURANT WORK

PERSONAL INFORMATION *(please print clearly)*

First Name: _____ Last Name: _____

Address: _____

City/Town: _____Province: _____

Postal Code: _____ Telephone: _____

Email address: _____

AVAILABILITY

Are you legally able to work in Canada? _____

What type of position are you looking for? Full time: _____ Part time: _____

Days and Hours you are available to work. Enter the hours that you can work beside the days that you are available.

Monday _____Tuesday _____ Wednesday _____ Thursday_____

Friday _____ Saturday _____

EDUCATION, SCHOOL MOST RECENTLY ATTENDED

Name of School: _____

Highest Grade achieved: _____

School sports, clubs or activities (if applicable):

_____

_____

WORKPLACE TRAINING

Type of Training: _____

Date: _____

Type of Training: _____

Date: _____

REFERENCES

Name: _____ Telephone: _____

Position and Company: _____

Name: _____ Telephone: _____

Position and Company: _____

Final Task: Filling out a Workplace Application

Choose one of the applications and fill them out using what you have learned.

Tips for Forms

You have had a lot of practice in this task. Here are some more tips to help you succeed now that you are ready to fill in job applications.

1. If you can take two copies of the application. This way if you make a mistake, you can use the extra form.

2. Dress how you would dress for an interview when you ask for an application and when you hand in your application.

3. Be polite when speaking to any employers or employees about your application. Remember to smile!

4. Try to write as neatly as possible.

5. Take your time filling out the information.

6. If this is your first job, you can use volunteer work or work you did for school credits on your application.

Sample #1

Personal Information

Date of Application: ....

Last Name: .... Middle Initial: .... First Name: ....

Address: .... City: ....

Province: .... Postal Code: .... Home Phone #: ....

Alternate Telephone #: .... E-mail: ....

Have you worked at Wal-Mart before: ☐ No ☐ Yes   If yes, which store: .... If yes, note dates: ....

Position

Position applying for: .... ☐ Seasonal /Temporary ....

Are you interested in: ☐ Full Time (Min. of 28 hrs per week)   ☐ Peak Time (Less than 28 hrs per week)

How did you learn about this opportunity? ....

Availability

Date available to start (dd/mm/yyyy): ....

Indicate when you are available to be scheduled (specify a.m. or p.m.). Due to the nature of our business, the more available you are, the more opportunities we can consider you for.

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
From							
To							
Overnight yes/no							

Education

Tell us the highest or equivalent level completed

Institution Type	Completion	Type of Certification/Diploma/Degree Received
High School Year Completed	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	
Post Secondary	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	

Employment History

1

Current/Last Position Title: .... Company Name: ....

Company Address: ....

Responsibilities: ....

Date of Employment: .... Reason for leaving: ....

Supervisors Name: .... Position Title: ....

May we contact them?   ☐ Yes ☐ No   Supervisors Contact Number: ....

2

Current/Last Position Title: .... Company Name: ....

Company Address: ....

Responsibilities: ....

Date of Employment: .... Reason for leaving: ....

Supervisors Name: .... Position Title: ....

May we contact them?   ☐ Yes ☐ No   Supervisors Contact Number: ....

Sample # 2

First name: _____   Last name: _____

Street address: _____

City: _____   Province: _____   Postal code: _____

Phone #: (_____) _____   Email: _____

How did you hear about this opportunity?_____

If you were referred, please give the name of the Team Member that referred you: _____

Are you legally eligible to work in Canada?   ☐ YES   ☐ NO

Have you worked at Tim Hortons before?   ☐ YES   ☐ NO

If yes, which location(s)? _____   Position held: _____

Start date: _____   End date: _____   Why did you leave? _____

Please specify the highest level of education completed? _____

What type of employment are you interested in?   ☐ Full Time   ☐ Part Time   ☐ Seasonal

AVAILABILITY

	MON	TUES	WED	THURS	FRI	SAT	SUN
FROM	_____	_____	_____	_____	_____	_____	_____
TO	_____	_____	_____	_____	_____	_____	_____

Preferred number of hours per week?_____   Pay Expectations_____

EMPLOYMENT HISTORY (Other than Tim Hortons experience listed above)

Company: _____   Start date: _____   End date: _____

Position/Duties:_____

Reason for leaving: _____

Company: _____   Start date: _____   End date: _____

Position/Duties:_____

Reason for leaving: _____

Congratulations! You have finished this course.

Answer Guide

Activity 1: Learning about Job Applications

Answers will vary as the activity is filling in information about themselves, their education, and their work experiences. Check for spelling and that the information is written in the correct spaces.

Activity 2: Vocabulary Practice

1.self-employed

2. employer

3. unemployed

4. apprentice

5. employee

Activity 3: Practice filling in a Job Application

Answers will vary. Learners should choose one of the job applications provided and have filled their information in the correct spaces.