

Unit Title-Job Application Process Module

Lesson Title- How do I find employment and apply for a job?

Student Objectives:

- To identify different ways to find employment opportunities.
- To describe how to apply for a job.

1. Essential questions:

- How do I find job openings in my area of interest?
- What do I do once I've found a job listing that sounds good to me?

2. Important Vocabulary/Glossary

- **Employment-** The condition of having paid work in a profession either full or part-time.
- **Job Application-** A document a person fills out to apply for job.
- **Job Interview-** A meeting between the employer and potential employee in which the employer asks questions to see if the potential employee can be hired for the position.
- **Resume-** A brief account of one's professional or work experience and qualifications, often submitted with an employment application.

3. Resources for Lesson:

Sample Resumes, job applications, and website sources for job listings:

[MyFirstPaycheck](#), [Job Corps](#), [AbilityLinks](#)

4. Teacher Delivery System:

- Direct Instruction, Lecture/Discussion, Independent Practice

5. Content Outline:

- Class Discussion and Activities:
 - There are many different ways to find job openings in your area of interest, both online and in print, and through networking with people.
 - In order to decide if a job is right for you, consider whether the job itself is legitimate and whether it fits your abilities, interests, and schedule. (Consider conducting a career inventory assessment before this lesson so that students can have an idea of what types of careers they are interested in based on their interests, strengths, and preferences.)
 - To apply for a job, you will need to fill out an application or submit a cover letter and a resume. While each job is different, all applications, resumes, and cover letters share common features. Their purpose is to present you and your qualifications for a job.
 - Present examples (good & bad) of sample resumes and job applications both in paper and online. Discuss with students why is this good or bad resume and job application.
 - Fill out a sample online job application for students to view on promethean board.
 - Begin a sample resume for students to view on the promethean board.

- Check for Understanding: At the end of the class discussion on job applications and resumes, ask students:
 - What are the different ways of finding job openings in their field of interest?
 - Which methods of job-hunting do you think would be best for the job *you* want to find?
- Check for Understanding: Students write short paragraph on the following questions:
 - What is the purpose of a job application?
 - What is the purpose of a resume?
 - How are these documents different from each other?
- Independent Practice: Students go online and find job application to complete and begin typing up their resume.
- Homework: Complete their resume for homework.

6. Assessment:

- At the end of the class discussion, ask students:
 - What are the different ways of finding job openings in their field of interest?
 - Which methods of job-hunting do you think would be best for the job *you* want to find?
- Direct students to write a paragraph including:
 - What is the purpose of a job application?
 - What is the purpose of a resume?

- How are these documents different from each other?

7. **Technology:** Promethean board materials along with internet access to view online applications and websites for job searches.

8. **Closure:**

- Explain that a major lesson of school is to simply find something that we, as humans, can find out about we love to learn to find a career within that area of interest.
- Explain that it is an important and lifelong skill to be able to determine, what we are able to do for a job or career along with using the appropriate methods of seeking out and obtaining a job or career.