

TEACHER'S NAME: Nina Sheppard

REEP LEVEL(s): 300/350

LIFESKILLS UNIT: Work and Technology

LESSON OBJECTIVE: Complete simplified application for job or job training

Objectives # 11-14 of REEP Technology Curriculum

- Access the Internet by using a browser icon or the Start menu.
- Given a web address, (URL) access the appropriate website using a web browser.
- Navigate and find information on a particular website by scrolling, clicking on links, and using the browser navigation and drop down menus.
- Complete and print out online forms

TECHNOLOGY INTEGRATION (if any): computer lab, Internet

LANGUAGE SKILLS TARGETED IN THIS LESSON (X all that apply):

Speaking Listening Reading Writing

ESTIMATED TIME: 3 hours (60 minutes in classroom, 120 minutes in computer lab)

RESOURCES AND MATERIALS NEEDED:

- File: Job Application Vocabulary Activity
- File: Completed Job Application Vocabulary
- File: Job Application Questions Activity
- File: Job Application form

Additional Resources:

- Links to authentic resources for online job application forms (see Extension activity)

LESSON PLAN AND TEACHER'S NOTES

Pre-requisite: 200-250 or 300-250 Internet Navigation and Search modules

In classroom ...

Review/Warm-up:

Talk about what was learned and done in the previous lesson.

Motivation/Background Building:

Help students see how technology can be used in a job-search process.

Activity: Talk to students about how they found their most recent jobs and whether or not they had to fill out an application. If so, what kind of application was it and how they submitted it? Did they fill out a paper application or maybe it was an online application? Did they submit it in person or online? Tell students how important it is nowadays to know how to go online, find a job opening, fill out an application and submit it online. Ask students whether they have a ready-made resume in case they want to change their current job.

Tell students that today they will practice filling out an online job application.

Presentation:

Practice job application-related vocabulary. Ask students if they know what kind of information goes into a job application. Elicit a few examples and put them on the board. Then ask students to make a list in groups at their tables. When done, add more examples to the main list on the board.

Hand out the “Job Application Vocabulary Activity” worksheet. In this online activity, students will learn and review job application vocabulary, do a matching exercise, review parts of the application and look at the sample completed job application.

Students can be paired up according to their language level. Have the higher level students read the definitions from the screen to the lower level students who are listening and recording the definition on the worksheet.

When finished, go over the vocabulary with the whole class. Distribute the “Completed Application Activity” worksheet. Ask students to answer the questions in pairs. Students can be paired based on their language abilities.

Go over the answers as a group.

Practice 1:

Students will practice asking and answering job application questions. Hand out the “Job Application Questions Activity” worksheet. Ask students to ask and answer the interview questions in pairs.

Practice 2 & Application:

Students will fill out a job application on paper. Distribute the “Job Application Form.” Have students use their responses from the Q&A activity to fill out the paper form. Encourage them to check their classmates’ work.

Collect their completed forms to check and correct them.

In the computer lab...

Students will fill out an online job application.

Option 1:

The “Job Application form” can be posted online for students to open, fill out, and save/print for typing practice and for the teacher’s review. They will be typing in the information that has already been written and corrected on the same form that is paper-based.

Option 2:

Have students to go back to the “Job Application Vocabulary Activity” worksheet. They should complete the first two steps; but instead of clicking on “Job applications”, they should click on “Filling in a job application.” It will take them to a simulated job application. The application is easy enough to be completed by students with low computer skills. When finished, students exchange seats and read each other’s answers and ask clarifying questions.

Pair students up based on their abilities and levels of comfort. Ask them to do the navigation activity individually first. But when finished, they need to help out the students with lower tech skills.

Reflection:

Ask students how easy or difficult the activity was and what kind of problems they encountered.

Access students learning and experience by engaging them in a whole class discussion. Ask them how easy or difficult it was to fill out an online job application. Ask volunteers to share with the class what difficulties they’ve encountered and how they can be addressed.

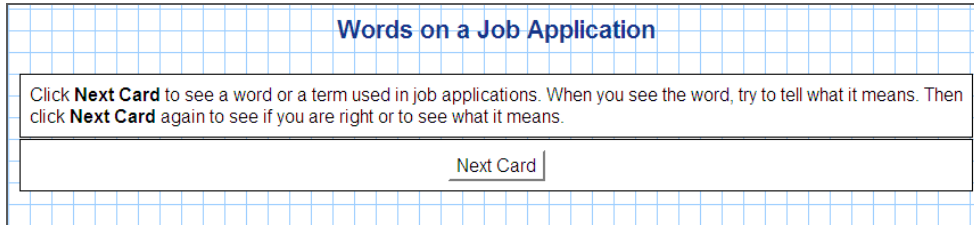
Extension:

Gather up authentic paper-based employment forms, or have students bring them in from around the community, for a comparison of vocabulary. First, let students study the application on their own. Then ask them what kind of information the application is asking for and what isn’t clear to them. Go over any new vocabulary as a group. Ask students to break up in pairs and interview each other by asking the questions from an application and filling it out for each other. You can collect them and offer feedback at a later time.

Job Application Vocabulary

Instructions:

1. Open an Internet browser. Type **www.web-esl.com** in the address bar.
2. Click on “**Jobs and Employment**”. Scroll down and click on “**Job Applications**”.
3. Click on “**Next Card**” to start an activity. To move to the next activity, click on “**Next**” at the top of the screen.



4. Write the definitions of the following words and phrases:

a. *available*: _____

b. *most recent jobs*: _____

c. *OT*: _____

d. *FT*: _____

e. *PT*: _____

f. *shift*: _____

g. *preference*: _____

h. *skills*: _____

i. *references*: _____

j. *salary*: _____

k. *work experience*: _____

l. *reason for leaving*: _____

Completed Job Application

ABC COMPANY, INC.

Employment Application

APPLICANT INFORMATION			
Last Name	Sanchez	First	William M.
SSN:		445-12-1345	
Address 3456 East Platte Avenue			
City	Colorado Springs	State	Colorado
ZIP		80903	
Phone	(719) 555-2177	E-mail Address	w.sanchez.11@webmail.com
Position Applied for	salesperson	Date available	January 15
Preference		PT	FT <input checked="" type="checkbox"/> OT <input checked="" type="checkbox"/>
EDUCATION			
Last School Attended	Palmer High School	City	Colorado Springs
State		Colorado	
From	1998	To	2002
Did you graduate?		YES <input checked="" type="checkbox"/>	NO
SKILLS			
Good with numbers, can easily talk to people, organized			
WORK EXPERIENCE			
Company	Sears - Southgate	Phone	(719) 555-1976
Position	Stock clerk	Salary	\$7.85 an hour
From	June 2004	To	present
Reason for Leaving		not enough hours	
Company	Walmart – 8th Street	Phone	(719) 555-1976
Position	stocker	Salary	\$6.25 an hour
From	June 2003	To	June 2004
Reason for Leaving		low salary	
REFERENCES			
Full Name	William Smith	Relationship	Supervisor
Company	Walmart	Phone	(719) 547-6587
Full Name	Robert Kim	Relationship	friend
Company		Phone	(719) 687-2358
Full Name	Richard Patterson	Relationship	Teacher
Company	Palmer High School	Phone	(719) 328-0214

Instructions: Complete the sentence with the correct information from the Employment Application. Work with a partner to check your work.

1. What's the applicant's name?

His name is _____

2. What's his address?

His address is _____

3. What's his telephone number?

His telephone number is _____

4. What position is he applying for?

He is applying for _____

5. When is he available to start?

He is available to start on _____

6. Does he want to work part-time or full-time?

He wants to work _____

7. What is his educational background?

His educational background is _____

8. What is his job background?

His job background is _____

9. Why did he leave his last job?

He left his last job because of _____

10. What are his skills?

His skills are _____

11. How many people can recommend him?

Instructions: Answer the questions using the information from the Employment Application. Work with a partner to check your work.

1. *What's the applicant's name?*

2. *What's his address?*

3. *What's his telephone number?*

4. *What position is he applying for?*

5. *When is he available to start?*

6. *Does he want to work part-time or full-time?*

7. *What is his educational background?*

8. *What is his job background?*

9. *Why did he leave his last job?*

10. *What are his skills?*

11. *How many people can recommend you?*

Job Application Questions

Instructions: Answer the questions with your personal information.

1. *What's your name?*

2. *What's your address?*

3. *What's your telephone number?*

4. *What position are you applying for?*

5. *When are you available to start?*

6. *Do you want to work part-time or full-time?*

7. *What is your educational background?*

8. *What is your job background?*

9. *Why did you leave your last job?*

10. *What are your skills?*

11. *How many people can recommend you?*
