Applying for a Job:
Completing the Job Application

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- Approximate Time: 30 to 40 minutes -

OBJECTIVES:

After this lesson, the learner will be able to:

- Explain the importance of a complete job application.
- Identify what to include in a job application.
- Explain mistakes to avoid in completing a job application.
- Complete a job application using their own information.

MATERIALS:

- Pens and notepaper for participants
- Copies of a sample job application with multiple errors
- Copies of blank job application
- Copies of UT Extension Publication W 936-E
- Copies of the Skill Up Tennessee marketing brochure

EVALUATION: Participants learned to practice effective job search skills

METHOD:

This lesson is designed to be taught in a group setting. You can teach this lesson either face-to-face or using technology such as Zoom.

PREP:

- Print copies of the UT Extension Publication W 936-E.
- Assemble materials for participants. You can use the sample job application that is included or gather/create your own using those from local employers.
- Review the lesson plan. Review the publication. Familiarize yourself with the content thinking about how you will present the content to your participants.

INTRODUCTION:

As participants enter the room, distribute pens, notepaper and copies of a sample job application with errors. Welcome the group.

SET:

Once the group has been gathered, begin with introductions. Have participants introduce themselves and tell their immediate job goals.

Instruct the students to pretend they are the hiring manager for XYZ Company. Allow them time to review the sample application (2-3 minutes). Ask them to estimate the number of errors on the application. Ask them, "Would you ask this individual to come in for an interview? Why or why not?" Allow a couple of minutes for discussion. (You could also have them do this in teams and count the errors and record them. The team/individual with the correct number of errors could win a prize at the end of the class.)

In this lesson, participants will learn how to properly complete a job application, what to include and items an employer may want in addition to the completed application.

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INSTRUCTION:

Begin by showing the following video clip, *How to Fill Out a Job Application.*
https://www.youtube.com/watch?v=54IC2VRD0mE

Distribute copies of UT Extension Publication W 936-E. Continue by reviewing the information on page 1 of the publication including *Tips to Complete a Job Application.* Be sure to point out that many employers require you to complete an online application, but they will be practicing today completing one with pen and paper. (If you have time and the technology, you could have participants complete a job application online.)

A job search can include finding job announcements on employer websites, help wanted/now hiring signs in front of businesses, social media, or word of mouth. Some employers still post help wanted ads in the newspaper.

Distribute blank copies of job applications. Instruct them to complete them using the tips given in the publication as well as the *Mistakes to Avoid* on page 2. Emphasize the importance of avoiding these mistakes.

Some participants may not have time to complete the application during class. Explain that it takes time and effort to complete an application properly. If they apply in person, advise them to pick up the application and take it home to complete and return it to the employer, if the employer will allow this. Instruct them to make a fact sheet, or master list, of dates and descriptions of their jobs and education in chronological order to help them complete the application quickly and completely. This fact sheet will also help them to complete an online application more efficiently.

Review the call out boxes on pages 1 and 2 of the publication. Ask participants to share any previous experiences in completing job applications and if they have encountered any of these requirements.

DEBRIEF:

Explain to participants that today they learned how to properly complete a job application to enhance their employability. Completing an application neatly, completely and honestly are the keys.

Explain that some employers also require a cover letter along with the application. Encourage participants to refer to pages 2-4 for guidance in writing a cover letter. If you plan to offer a class session on cover letters, invite students to that class.

Provide each participant with a copy of UT Extension's Skill Up Tennessee marketing brochure. Review the brochure and program with participants.

CONCLUSION:

Pair and share. Ask participants to find a partner. Instruct participants to share with their partner one new thing they have learned as a result of today's lesson.

EXTENDER:

What if someone has limited or no job experience to show on an application? This video clip, Resume & Job Applications: Filling Out a Job Application with No Work Experience, provides tips for completing a job application to showcase strengths in spite of limited experience.

EVALUATION:

Ask participants to respond to the following statement by show of hands:

How many of you learned effective job search skills?

Record the answers for entry into SUPER. (Report under "Increase Capacity to Produce Income" - "Short-term Indicators".)