

ESL

Domain Four: The World of Work

Course: Job Readiness
Unit: Employment Applications

Lesson: Introduction to Employment Applications



Competency Objectives: The adult learner can identify an employment application and tell its purpose.
The adult learner can identify and explain the sections that make up the employment application.

Suggested Criteria for Success: The learner will be exposed to different types of employment applications.
The learner can match common sections on an employment application with an appropriate section title.
The learner can explain the purpose of common sections on the employment application.

Suggested Vocabulary:

employment application	job title	position applying for
education	work experience	work/employment history
supervisor	skills	personal data/information
job duties	responsibilities	reason for leaving
employment dates	qualifications	salary and benefits
signature	references	availability to begin work

Suggested Materials:

- ◆ Pens or pencils and paper
- ◆ Sample employment applications
- ◆ Overhead projector, if available
- ◆ Handouts from the end of this lesson
- ◆ Lesson plan from <http://www.spring-institute.org/>. Click on *Projects*, then on *English Language Training Project* (left side of screen) then on *Free Resources/Publications*. Now click on *SCANS Plan: Applications*.
- ◆ Follow the directions for the website above, but choose the resource called *Workstyles: Pre-employment for the Low Level English Speaker*. This lesson has a section on completing applications.

Suggested Resources:

- ◆ Sample applications obtained from local businesses
- ◆ Use any favorite or available Job Readiness and/or Job Search Workbooks, pamphlets, brochures, and handouts. Some material may need to be modified for ESL lessons.
- ◆ NCSOICC (North Carolina State Occupational Information Coordinating Committee) site has information at <http://www.nccareers.org>. Click on *Begin NC Careers*.

- ♦ Resources available through your local Public Library, County, State, or Federal Employment Centers, JobLink Centers, Local Community College Career Centers, and Human Resources Development Programs.
- ♦ The Employment Security Commission of North Carolina at <http://www.ncesc.com/>. Click on *Individual Services*.

- Suggested Methods:**
- ♦ Class lecture/discussions.
 - ♦ Small group work.

Some Suggested Steps

Introduce employment applications. Explain the application's purpose and usage.

Review the attached handouts, and discuss all questions learners may have pertaining to applications.

Divide the class into small groups. (Try to mix English proficiency levels.) Provide samples of different types of applications. Make sure there are at least two sample applications per group.

Ask learner groups to find designated sections on the application samples. Use an overhead projector to show one application. Compare terminology and vocabulary on the different applications with that on the overhead display. Hold open discussion and definition of the common sections on employment applications, to include the following:

- Personal data [Explain the importance of identifying and using a first, middle and last name consistently. Review address, telephone number and social security number. (Include where, why and how to obtain a Social Security card)]
- Emergency contact person's name, telephone number, relationship, and times available to contact
- Position applying for, availability to work, and type of work
- Minimum acceptable salary
- Educational history, to include schools, colleges, and universities attended; dates of attendance; degrees earned; hours completed; major fields of study; extra training, licenses, and certificates awarded
- Employment history beginning with present or most recent employment information and including company name, address, telephone number, names of supervisors, brief explanation of duties and responsibilities, starting and ending dates of employment, full or part time status, beginning and ending salaries, reason(s) for leaving, and response to employer contact inquiry
- Special skills, including all computer skills, software knowledge, machinery and equipment skills, foreign languages proficiencies, and any other special training
- References as requested and identified on the application by the employer

Ask learners to identify terminology similarities and differences they find among the sample applications. Make a list of class findings on the board.

- Journal Work:** Write out your own:
- (1) Personal data
 - (2) Educational history
 - (3) Employment history

THE APPLICATION

- WHEN YOU ARE APPLYING FOR A JOB, THE EMPLOYER HAS ONLY TWO THINGS TO BASE HIS DECISION ON---YOU AND YOUR APPLICATION.
- FILL IN ALL APPLICATION INFORMATION NEATLY AND CORRECTLY. NEVER LEAVE ANYTHING BLANK.
- IF AN APPLICATION SECTION OR QUESTION DOES NOT APPLY TO YOUR PARTICULAR SITUATION, PUT N/A, WHICH STANDS FOR *NOT APPLICABLE*.
- NOTIFY YOUR REFERENCES IN ADVANCE! ALWAYS ASK PERMISSION!
- MAKE NOTES ON INDEX CARDS TO TAKE WITH YOU WHEN FILLING OUT APPLICATIONS. INCLUDE UPDATED ADDRESSES AND TELEPHONE NUMBERS, PREVIOUS EMPLOYMENT DATES, SALARIES, AND CONCISE DESCRIPTIONS OF PAST JOB DUTIES AND RESPONSIBILITIES.
- NEVER MISREPRESENT YOURSELF ON THE APPLICATION.
- ALWAYS SIGN AND DATE THE APPLICATION.
- A RÉSUMÉ DOES NOT TAKE THE PLACE OF AN APPLICATION. MOST COMPANIES WILL ACCEPT A RÉSUMÉ ATTACHED TO AN APPLICATION COMPLETED IN ITS ENTIRITY.

EMPLOYMENT APPLICATION

Position(s) Applied For: _____

Expected Start Salary: _____

Name: _____

Address: _____

City: _____ State _____ Zip _____

Telephone: _____ (Home) _____ (Work)

Social Security # _____ - _____ - _____

Driver's License? ____ Yes ____ No Commercial License? ____ Yes ____ No

Are you a Veteran? ____ Yes ____ No

Have you ever been convicted of a felony? ____ Yes ____ No

If yes explain: _____

SKILLS DATA List all skills (equipment, machines, computers, ect.).

EDUCATION (Give complete educational history)

High School Name _____ Location _____

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Education Beyond HS	Name/Location	#Years Completed	Year Graduated	Degree Certificate	Major Subject
College University		1 2 3 4			
Graduate Professional		1 2 3 4			
Other Education		1 2 3 4			

List other training. Include earned licenses and certificates: _____

EMPLOYMENT DATA:

Current Employer:			Address:	
Job Title			Supervisor's name:	Telephone number
Date Employed (mo/yr)	Starting Salary \$ per		Ending Current Salary \$ per Reason For Leaving	May we contact Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Separated (mo/yr)			List major duties in order of their importance in the job:	
Full Time	Years	Months		
Part Time	Years	Months		
If part time, number of hours worked per week:				

Employer:			Address:	
Job Title			Supervisor's name:	Telephone number
Date Employed (mo/yr)	Starting Salary \$ per		Ending Current Salary \$ per Reason For Leaving	May we contact Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Separated (mo/yr)			List major duties in order of their importance in the job:	
Full Time	Years	Months		
Part Time	Years	Months		
If part time, number of hours worked per week:				

Employer:		Address:	
Job Title		Supervisor's name:	Telephone number
Date Employed (mo/yr)	Starting Salary \$ per	Ending Current Salary \$ per Reason For Leaving	May we contact Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Separated (mo/yr)		List major duties in order of their importance in the job:	
Full Time	Years	Months	
Part Time	Years	Months	
If part time, number of hours worked per week:			

Employer:		Address:	
Job Title		Supervisor's name:	Telephone number
Date Employed (mo/yr)	Starting Salary \$ per	Ending Current Salary \$ per Reason For Leaving	May we contact Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Separated (mo/yr)		List major duties in order of their importance in the job:	
Full Time	Years	Months	
Part Time	Years	Months	
If part time, number of hours worked per week:			

REFERENCES: Please list three persons who are not related to you and who have a direct knowledge of your work.

Name _____ Phone _____ Years Known ____

Address _____

Name _____ Phone _____ Years Known ____

Address _____

Name _____ Phone _____ Years Known _____

Address _____

I certify that the above information is true and accurate to the best of my knowledge. I understand that the employer has the right to deny my application or, if I am hired, has grounds to dismiss me if the information contained on this application is found to be untrue or intentionally misleading.

Signature of Applicant

Date

Grocery World, Inc.
EMPLOYMENT APPLICATION
 This application is considered active for ninety (90) days.

DRUG FREE WORKPLACE
 All employees are subject to the
 drug and alcohol testing procedures

PERSONAL DATA		WOTC Registration # ___
Name (Last, First, Middle)		Home Phone Number
Street Address		Social Security Number
City	State	Zip
Position(s) Interested in?	Are you under the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is your age? _____	
Salary Requirements _____ Hour/Week (circle one)	How were you referred? <input type="checkbox"/> Newspaper <input type="checkbox"/> Internet <input type="checkbox"/> Friend <input type="checkbox"/> Other _____	
If hired, can you supply proof that you are legally entitled to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have friends or relatives working for us? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, whom? _____		
Can you work: <input type="checkbox"/> Anytime <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends Are there any times or days you cannot work? _____		
Have you ever been convicted of a felony or retail related crime (i.e., shoplifting, credit card fraud, robbery)? Note: "Yes" response will not automatically disqualify you from employment. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe: _____		

MILITARY SERVICE	
Have you ever served in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please complete the following: What Principal duties did you perform while in the service? _____
Branch of Service	
Are you in the Military Reserves? <input type="checkbox"/> Yes <input type="checkbox"/> NO	Expiration Date of Reserve Status
If Yes, Check One: <input type="checkbox"/> Active Status <input type="checkbox"/> Army <input type="checkbox"/> Air Force <input type="checkbox"/> Coast Guard <input type="checkbox"/> Inactive Status <input type="checkbox"/> Navy <input type="checkbox"/> Marine <input type="checkbox"/> National Guard	

Education		Have you ever attended school under a different name? _____			
Type of School	Name of School	Location of School	Area of Study	Last year completed	Did you earn a degree or diploma? Describe
High School				1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No
College				1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate				1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other				1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No

AN EQUAL OPPORTUNITY EMPLOYER

Grocery World, Inc. is an equal opportunity employer and does not discriminate in making employment decisions based upon race, color, sex, religion, national origin, age, disability, marital status, or sexual orientation.

Pre-Screening Notice and Certification
Request for the Work Opportunity and Welfare-to-Work Credits
Use only for Individuals who begin work after September 30, 1997.
See separate instructions.

Job applicant: Fill in the lines below and check any boxes that apply. Complete only this side.

Your name _____ Social Security Number _____
Street address where you live _____
City or town, state, and ZIP code _____
Telephone no. () _____
If you are under age 25, enter your date of birth (month, day, year) _____ - _____ - _____

Work Opportunity Credit (For individuals who begin work after September 30, 1997)

- 1 Check here if you received a conditional certification from the state employment security agency (SESA) or a participating local agency for the work opportunity credit.
- 2 Check here if **any** of the following statements apply to you.
 - I am a member of a family that has received assistance from Aid to Families with Dependent Children (AFDC) or a successor program for any 9 months during the last 18 months.
 - I am a veteran and a member of a family that received food stamps for at least a 3-month period within the last 15 months.
 - I was referred here by a rehabilitation agency approved by the state or the Department of Veterans Affairs.
 - I am at least age 18 but **not** over age 24 and I am a member of a family that:
A Received food stamps for the last 6 months, OR
B Received food stamps for at least 3 of the last 5 months, BUT is no longer eligible to receive them.
 - Within the past year, I was convicted of a felony or released from prison for a felony AND during the last 6 months I was a member of a low-income family.
 - I received supplemental security income (SSI) benefits for any month ending within the last 60 days.

Welfare -to-Work Credit (For individuals who begin work after December 31, 1997)

- 3 Check here if you received a conditional certification from the SESA or a participating local agency for the welfare-to-work credit.
- 4 Check here if you are a member of a family that
 - Received AFDC or successor program payments for at least the last 18 months, OR
 - Received AFDC or successor program payments for any 18 months beginning after August 5, 1997, because Federal or state law limited the maximum time those payments could be made.

All Applicants

Under penalty of perjury, I declare that I gave the above information to the employer on or before the day I was offered a job, and it is, to the best of my knowledge, true, correct, and complete.

Job applicants signature _____

Date / / _____

For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Cat. No. 22851L Form **8850** (Rev.9-97)

AUTHORIZATION FOR
CONSUMER RELEASE
INFORMATION

As part of the employment process, Grocery World, Inc. (“The Company”) may obtain a Consumer Report and/or an Investigative Consumer Report. The Fair Credit Reporting Act as amended by the Consumer Reporting Reform Act of 1996 requires we advise you that, for purposes of employment only, a Consumer Report may be made, which may include information about credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. Upon written request, additional information as to the nature and scope of the report, if one is made, will be provided, in the event the Report contains information regarding your character, general reputation, personal characteristics, or mode of living.

During the application process and at any time during any subsequent employment, I hereby authorize the Company or any party or agency contacted by the Company, to procure a Consumer Report which I understand may include information regarding my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. This report may be compiled with information from credit bureaus, court repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required verifying information that I voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living.

A photocopy of this authorization shall have the same effect as the original.

Applicant/Associate Name (Please Print)

Applicant/Associate Signature

Social Security Number

Date

NOTE: for a 2002 revision of Form 8850, go to <http://www.irs.gov/pub/irs-pdf/f8850.pdf>

Domain Four: Suggestions from the Classroom

Course: Job Readiness Unit: Employment Applications

Lesson: Introduction to Employment Applications

Objectives: To impart a thorough understanding of the vocabulary found on a job application.
To reinforce vocabulary by drills that help the student clearly enunciate basic personal information.

Suggested Vocabulary: Personal Information

Last	First	Middle
Mr.	Mrs.	Ms.
Miss	Address	City
State	Zip Code	Area Code
Telephone	Date of Birth	Birthplace
Sex	Male	Female
Social Security	Print	Signature
Alien Registration		

Education		
Grade	Graduated	College
School	Completed	Country
Special Training		

Work History

From	To	Employer
Job Title	Duties	Responsibilities
Experience	Reason for Leaving	

References

Personal	Relationship	Professional
----------	--------------	--------------

Karunta Game. Utilizing the “Karuta Game” may facilitate vocabulary acquisition. This game accelerates a comprehensive understanding of vocabulary and aids in sight word recognition.

The game is an adaptation of a Japanese game called Karuta. It can be used to review vocabulary or simple grammar. For vocabulary review, the teacher writes several vocabulary words on 4” X 2” cards or sheets of paper and spreads them out on a table. The students are divided into teams of approximately 4 students each. One student from each team comes to the table with the vocabulary cards. The instructor says one of the words on the cards shown face-up on the table. The first student who finds that word on the table and touches that card earns a point for his team. This game continues until all cards have been selected.

This activity can also be used for pronunciation practice by using similar-sounding words such as “kiss,” “keys,” “thin,” “think,” etc. The instructor pronounces one word and the first student who selects the correct word earns a point for his team. This activity works better as a review of words than as an introduction of new vocabulary words.

Pronunciation Drills. Incorporate pronunciation drills into the class activities to help eliminate common errors. For example, Spanish speakers may have trouble with words that begin with an “S consonant

blend,” like “state” or “ United States”. Hmong students frequently leave off consonant endings resulting in “state” sounding like “stay.”

Suggested Resources: *English Pronunciation for Spanish Speakers* (ISBN# 0-13-281304-1) and *English Pronunciation for Japanese Speakers* (ISBN# 0-13-034372-2). Publisher: Prentice-Hall/Regents.