

Class Starters & Enders

Making the Most of Instructional Time Five Minute Lessons

Class Starters and Enders help utilize the last minutes of class when a lesson ends but there is not enough time to start another, or for an interest approach at the beginning of class. Mini-lessons correlate to GPS in the programs areas below.

Applying for a Job

Program Areas: All CTAE Programs

Instructions: Read the material and make notes of important points, answer questions, and be ready to discuss this topic.



Resumes, cover letters, communication and interview skills are all necessary elements of the job

A **job application** is a form that a potential employee must fill out as part of the process of applying for a job. No two applications will be exactly the same. For example, job applicants might have to fill out information regarding their driving history because they will have to drive a company vehicle.

The job application fulfills several purposes. It shows employers an applicant is legally eligible for work and serves as a test of the applicant's literacy, penmanship, and communication skills. It asks for information required for **background checks**, the applicant's **availability**, and reference information.

Job applications usually ask questions related to personal information — such as name, phone number, e-mail address, and permanent address — as well as education, previous employment, and **references**. References are people the employer can call to learn more about you. They can be supervisors, teachers, or other adults who can attest to your character and your ability to perform in the workplace. Using family members as references is discouraged.

Sometimes, employers will require an applicant to turn in a **resume** and a **cover letter** alongside their application. A resume is typically a one-page summary of all educational, work, and volunteer experiences an applicant has had. A cover letter explains to the employer a little bit about the applicant and why he is searching for a job at the company.

When you arrive at a business to fill out a job application, wear **professional** clothing. Fill out the application neatly using a pen and be sure to answer every question honestly and accurately. If a question does not apply to you—for instance, if you do not have a driver's license and the application asks for your license number—answer using "**N/A.**"

If you do have a criminal history, or if you have been fired from a job, do not just write about them on the application. Ask the employer to talk with you about the incident so he may get the full story. Except in certain circumstances, write "open" if you are asked for a salary range you would like to earn. Be sure to explain fully reasons for leaving jobs, especially if you have had more than 3 in the past 5 years.

Review

1. Are all job applications the same?
2. What is the purpose of a job application?
3. What type of information does a job application ask for?
4. Why should you have references?
5. What types of people are good choices for references?
6. What is a cover letter?
7. How should you answer questions that don't apply to you?
8. What should you do if you have a criminal history?
9. What type of clothing should you wear to apply for a job and fill out an application?
10. What do you do if you are asked to list a salary range?

From your written application, a prospective employer can learn:

- If you are legally able to work
- How well you write, communicate, and read
- Information to be used in a background check
- Your availability
- References

Extension: Complete the job application found in Unit 10.2 of Foundations Skills at <http://www.gactaern.org/foundationsskills.html>