



SkillsUSA Georgia Weekly Chapter Activities

Week 15

Lesson Plan: Completing a Job Application

Objective: Using the sample applications, have students complete the application and review ways in which they could improve the information. Review the tips for filling out an application and the way to create a fact sheet.

Instructions:

Sample Applications:

McDonald's

<http://www.job-applications.com/applications/mcdonalds-job-application.pdf>

Popeye's

<http://www.job-applications.com/applications/popeyes-job-application.pdf>

Papa John's:

<http://www.job-applications.com/applications/papa-johns-job-application.pdf>

Introduction to the Application

First impressions are important. Your appearance is important, even when submitting an application. Every time you make contact with an employer, dress as though you are ready to go to work. The employer may have a job that needs to be filled and want to interview you immediately.

Remember to bring everything with you that you will need when filling out applications. It does not create a business-like impression when a job seeker needs to borrow the employer's pens or telephone books to complete an application. Be organized. Here are some helpful tips to follow when completing applications:

1. Greet the receptionist politely when requesting or submitting an application. The receptionist's first impressions are often passed along.
2. Be honest in your answers.
3. Use blue or black ink pens.
4. Have all the information on hand that you might need to fill out an application, such as a fact sheet with the names and telephone numbers of your references and past employers. (see "Fact Sheet" below)
5. Print clearly and legibly.
6. Fill out the form neatly and accurately.
7. Apply for a specific position, rather than entering "anything," or "open" for the desired position.
8. Leave no blanks.
9. Write "Does Not Apply" (or "N/A" for Not Applicable) in the space if the question does not apply to you.
10. Read and check the application for completeness before turning it in to the employer.
11. Be sure to sign and date the application.
12. Turn the application into the correct person or place.

Create a Fact Sheet

Most employers issue their own pre-printed company application to job seekers. Therefore, job application styles will vary widely from company to company. It is a good idea to prepare a fact sheet with all of your personal information before beginning your job search. Take your fact sheet with you when searching for work. That way, if an employer asks you to fill out an application you will have your information readily available to complete their application. Having your fact sheet on hand will save you time and help you prevent errors.

Prepare your fact sheet with the following information:

- Employment history including company names, addresses, telephone numbers, and dates of employment
- Volunteer work history with community organizations including organization names, addresses, telephone numbers, and dates of service
- Personal references including names, addresses, and telephone numbers
- Personal information such as education, and social security number