Applying for jobs

Students learn about the job application process and practice filling one out.

Learning goals

Big idea

Being able to complete a job application accurately is an important first step to getting a job.

Essential questions

- What kinds of information do you need to fill out a job application?
- Why do employers need information about your education and past work experiences?

Objectives

- Become familiar and comfortable with job applications
- Fill out a sample job application accurately

What students will do

- Identify the information they need to fill out a job application.
- Correctly complete a sample job application.

KEY INFORMATION

Building block:

Financial habits and norms

Grade level: Middle school (6-8)

Age range: 11-14

Topic: Earn (Making money)

School subject: CTE (Career and technical education), English or language arts, Social studies or history

Teaching strategy: Direct instruction

Bloom's Taxonomy level: Understand, Apply

Activity duration: 45–60 minutes

STANDARDS

Council for Economic Education
Standard I. Earning income

Jump$tart Coalition
Financial decision-making - Standard 7

Consumer Financial Protection Bureau

To find this and other activities, go to:
consumerfinance.gov/teach-activities

Fall 2019

Preparing for this activity

☐ Print copies of all student materials for each student, or prepare for students to access them electronically.

☐ Secure a computer and a projector or a large monitor to display the job application example in this guide.

  ◦ You can also print copies of the example application for the students.

What you'll need

THIS TEACHER GUIDE

- **Applying for jobs** (guide)
  cfpb_building_block_activities_applying-for-jobs_guide.pdf

- **Computer and a projector or a large monitor**

- **Job application example** (in this guide)

STUDENT MATERIALS

- **Applying for jobs** (worksheet)
  cfpb_building_block_activities_applying-for-jobs_worksheet.pdf

Exploring key financial concepts

You're a student now, but sometime in your future, you'll probably have to get a job to support yourself. Filling out a job application on paper or online often is the first step in getting a job. An application that's accurate, complete, and neat can help you make a positive impression with employers – and give you a better chance of getting the job you want.

TIP

Because the job application process changes, students should be encouraged to always look for the most up-to-date information.

Teaching this activity

Whole-class introduction

- Explain that many businesses require people to fill out a job application for employment.

- Tell students that they'll review a job application example and then complete one themselves.
  - Note: The example application and the one the students will complete were simplified for the purposes of this activity.

- Display the example application and review it with the students, explaining each section.
  - Note: If you don't have a way to project or display the example application, you can make copies of that page and distribute it to students.

- Ask questions as you review the application so students begin to understand its purpose:
  - Why would a job application ask for your contact information?
  - Why might an employer ask you to clarify what job you're applying for?
  - Why do you think your education and grades would be important to an employer?
  - Why do you think your work experience would be important to an employer?

- Explain to students that when you're applying for a job, a reference is someone who can answer questions about your character, work history, skills, abilities, and work style.
  - Ask students why an employer might want references.

- Encourage them to ask questions about any aspect of the application that they don't understand.

- Distribute the "Applying for jobs" worksheets to the students.

Individual work

- Ask students to work individually to fill out the job application on their worksheet, using the scenario on the worksheet.
  - Note: Be sure to explain that for security reasons, they should not use their actual Social Security number on this form.

- Tell students to write "N/A" (for "not applicable") for any items that don't apply to them.

- Encourage students to write as neatly as they can.

- Ask students to check their application for any errors.

Wrap-up

- Bring the class back together and use the answer guide to go over the answers for the job application.
- Ask for volunteers to share what they observed or thought about while filling out the application.
- Discuss any remaining questions the students may have.
- Leave time for students to complete an exit ticket described in "Measuring student learning" below.

Suggested next steps

Consider searching for other CFPB activities that address the topics of earning and making money.

Measuring student learning

An exit ticket is a way to assess students' thinking. You can give out index cards or slips of paper and ask students to respond to the prompt: Why do employers need this information about your education and past work experience? Students' responses on the worksheet and during discussion also can give you a sense of their understanding.

This answer guide provides possible answers for the "Applying for jobs" worksheet.

Keep in mind that students' answers may vary. The important thing is for students to have reasonable justification for their answers.

Answer guide

Personal information: **Students' personal information will vary.**

Social Security number: **333-00-4444**

Position you are applying for: **Cashier**

Date available to start work: **6/15/(current year)**

Do you have reliable transportation to work? **Yes**

Have you ever been employed here before? **No**

Are you over the age of 18? **No**

Are you capable of performing duties this job requires? **Yes**

Please fill in all the hours that you are available to work.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8	8	8	8	8	8	8

Education

School name, city, and state: **Local High School (your town and your state)**

Did you graduate? **No**

Degree/courses: **Working toward a high school diploma**

Grade point average: **3.5**

Work experience

Job: **Cashier**

Company and city/state: **Milky's Local Ice Cream Shop (your town and your state)**

Start date and end date: **June 15–August 15 of previous year**

Supervisor: **Teacher's name**

References

Name of reference: **Teacher's name**

Relationship to applicant: **Supervisor**

Contact information: **Leave blank**

Students should sign the application and use today's date.

Job application example (High school student)

PERSONAL INFORMATION

First name: Maya Smith	Social Security number: 000-00-0000

Street address: 123 Main Steet		
City: Anytown	State: XX	Zip code: 00001
Phone number: 000-000-0000	Alt phone: N/A	
Email: mayasmith2019@no-email.com		
DOB: 01/01/2003	Gender: Female	
Position you are applying for: Sales associate (summer position)	Date available to start work: 6/1/2019	
Do you have reliable transportation to work? Yes		
Have you ever been employed here before? No	Are you over the age of 18? No	
Are you capable of performing duties this job requires? Yes		

Please fill in all the hours that you are available to work.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8	8	8	8	8	8	8

EDUCATION

School name, city/state	Did you graduate?	Degree/courses	GPA
Anytown High School, Anytown, XX	No	High school diploma	3.6

WORK EXPERIENCE

Job	Employer and city/state	Start/end date	Supervisor
Babysitter	Ann Green, Anytown, XX	9/1/16-5/1/19	Ann Green
Lawn care help	Pat Brown, Anytown, XX	4/1/17-present	Pat Brown

REFERENCES

Name of reference	Relationship to applicant	Contact information
J.P. Reed	Teacher	000-000-0000
Ann Green	Neighbor	000-000-0000
Pat Brown	Neighbor	000-000-0000

I certify that all of the above information is true and complete to the best of my knowledge.

Signature: _____ Date: _____