

2020-2021

Packet

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**Employment and Career Readiness:
Job Application Activity Packet**

Are you...

...*that* person who leaves numerous questions blank on your job application?

...*that* person who provides the names of your references without first asking their permission?

...*that* person who does not proofread your job application before submitting it?

Don't be *that* person!

A human resources professional at an oil drilling company keeps a list of online businesses that sell fake diplomas and supply employment references from virtual companies. Like other human resources professionals, her training enables her to spot background and reference frauds. Don't be *that* person who is caught providing false information on a job application.

Read and Follow Instructions

To obtain and verify your basic background information, companies may ask you to complete a job (employment) application online or on paper. It may be a generic questionnaire used for all job candidates or a version specific to the position or department.

You should read and follow all application instructions carefully. If you can't follow instructions prior to getting the job, what makes a company think you will follow instructions as an employee? Therefore, review the document prior to submitting it. Did you answer all questions? Attach all files? Provide all reference information? Proofread it?

The job application will likely ask you for information similar to that found on your résumé, but in a systematic way that allows hiring personnel to verify, store, search, and compare the information. Always be truthful because your answers will likely be the basis for any background checks.

The company may keep your application on file for months or even years, only contacting you when applicable positions become available. Therefore, complete the application thoroughly and update online versions on a regular basis, if possible (including current email address and telephone number). Provide any requested attachments such as

a résumé, cover letter, or academic transcript in the indicated format.

Provide Solid References

If the application asks for professional or personal references and their contact information, supply the information only after first obtaining permission. Choose people from school, work, or volunteer organizations who know you well and will provide glowing work and character recommendations. When asking permission from your potential references, it is helpful to remind them of the dates you worked or volunteered together, tasks you completed, and skills that you utilized.

Confirm that references' contact information, such as email address, telephone number, and employer are current and accurate. Never provide fake information or list family members as a reference.

Demonstrate Workplace Professionalism

Check that the information on your application matches that found on your résumé, cover letter, and online social media profiles. Print neatly using a black pen if the document is to be completed by hand.

Proofread your application and correct any spelling, punctuation, grammar, or capitalization errors. Online application systems may not have a grammar or spellchecking feature, so copy and paste the completed text or free-response answers into a word processing program to help identify errors.

Although you want to complete the application as thoroughly as possible, avoid revealing overly personal or confidential information. Legitimate job applications will not request information such as credit card numbers, personal passwords, or bank account numbers. Watch for employment scams. You should never have to pay to apply for a job. Likewise, companies should not demand that a job applicant specify his or her ethnicity, religion, or marital status.

Choose your words carefully when answering questions. If a question asks why you left your previous job, an answer such as "The position was not a good fit" is better than "I hated my boss." You can express your ideas honestly without coming across as a troublemaker.

Conduct research before completing the application, including reviewing the job posting. This includes learning the keywords, job candidate requirements, and salary range of the position you desire. This knowledge can help guide your answers.

Answer all free-response questions in terms of how you can benefit the company, not how the company can benefit you. If the application requires a desired salary, make sure you provide an amount that is reasonable given the current market conditions and your experience level. You don't want to provide a salary figure that is too low or too high.

If possible, print, save, or make a copy your completed job application so that you can:

- re-enter the information quickly if a error occurs,
- have a reminder of when and where you applied,
- remember how you answered the questions if asked about them during an interview, and/or
- reduce the time needed to complete similar applications in the future.

Job Application Checklist

Do	Don't
→ follow all application instructions	x rush through the process
→ create a strong password for online job and company applications	x lose, forget, or share your password
→ provide all reasonably requested information	x supply credit card or bank account information
→ ensure that the application is consistent with your résumé, cover letter, online social media profiles, and interview answers	x contradict information you previously supplied via other means
→ answer all open-ended questions thoughtfully and diplomatically using complete sentences	x skip free-response questions
→ avoid capitalization, grammar, spelling, punctuation, and content errors	x enter incomplete, misleading, or vague information
→ ask people to be your references prior to listing them on the application	x list phony or weak references
→ provide/attach all requested documents, such as a résumé or academic transcript	x appear careless or above the rules
→ update the application periodically, if the system allows it	x forget to update the application when your email address or telephone number change
→ try to print, copy, and/or save your application, if possible	x regret not having a copy for future reference or if a computer error occurs

Name _____

Date _____

Period _____

**Employment and Career Readiness:
Job Application Activity Review**

Multiple Choice Questions

1. A job application requires contact information for three references. What should Miguel do before supplying that information?
 - a. Choose references who know his character, skills, and abilities well.
 - b. Ask his references for their permission.
 - c. Confirm his references' contact information.
 - d. All of the above.
2. A job application asks Omar to describe a personal weakness. Which is his best response?
 - a. "I am often late."
 - b. "I have no weaknesses."
 - c. "I am not a confident public speaker yet, but I joined a speaking group to gain experience."
 - d. Do not provide an answer.
3. Regina should do all the following before submitting her job application EXCEPT-
 - a. Ensure she followed all instructions.
 - b. List her ethnicity and religion.
 - c. Proofread the document.
 - d. Print or save the document, if possible.
4. A job application should be consistent with which of the following?
 - a. Résumé only.
 - b. Résumé and cover letter only.
 - c. Résumé, cover letter, and social media profiles only.
 - d. Résumé, cover letter, social media profiles, and interview answers.
5. Which of the following is not a reason why you should answer all job application questions accurately and thoroughly?
 - a. To explain how the company can benefit you professionally and financially.
 - b. To reflect your professionalism.
 - c. To describe your abilities, skills, interests, and qualifications.
 - d. To demonstrate you can follow instructions.

True or False

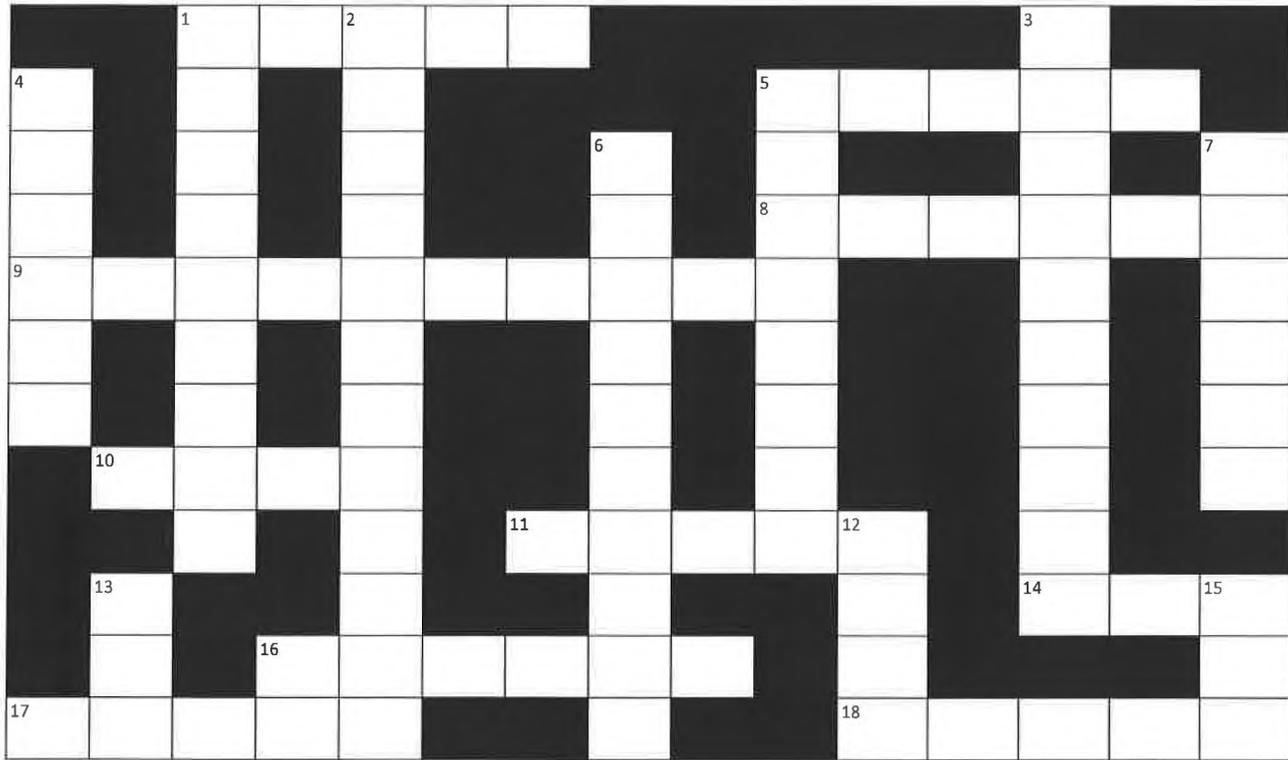
1. It is acceptable to lie about professional references if you do not have any. _____
2. Companies may save your application and contact you when other opportunities arise. _____
3. Legitimate companies will not request a credit card or bank account number. _____
4. Have contact information for your references and previous employers on hand prior to filling out the job application. _____
5. Ask your references for permission prior to providing their contact information. _____
6. It is best to answer free-response questions using just one or two words. _____
7. Never provide a transcript or résumé with the job application, even if asked. _____

Short Answers

1. Compare a résumé and job application.

2. List four reasons you should print, save, or make a copy of your job application.

**Employment and Career Readiness:
Job Application Crossword Puzzle**



Across

1. If the job application is to be completed by hand, be sure to _____ your answers neatly.
5. Job applications may be available on online or on _____.
8. Review the instructions and your answers before you _____ the application.
9. Choose personal or professional _____ who know you well and will provide good recommendations.
10. Companies _____ employees who can follow instructions.
11. Choose your _____ carefully when completing a job application.
14. Do _____ provide bank account or credit card information on a job application.
16. Be sure your application is consistent with your résumé, cover letter, and _____ profiles.
17. Don't contradict information you supplied via other _____.
18. Don't list _____ or weak references.

Down

1. Be sure to _____ your job application before submitting it.
2. Follow all application _____.
3. Before listing references, be sure to get their _____.
4. Online systems allow companies to _____ the applications for qualified candidates.
5. Use a strong _____ for online applications.
6. A _____ check can verify information listed on a job application.
7. Be sure to _____ any requested documents.
12. Don't _____ free-response questions.
13. Don't _____ about your education, work experiences, or qualifications.
15. _____ to print, save, or make a copy of your completed job application
16. The information requested on a job application is similar to that found _____ your résumé.

Name _____ Date _____ Period _____

**Employment and Career Readiness:
Job Application Brainstorming Activity**

Collect the information you will likely need to complete a job application. Then complete the following.

Contact Information Provide your full name and a professional-sounding email address.

Previous Employers Provide the names, cities, positions, supervisor names, and dates you worked for previous employers. Also, list the reason you left each job.

Education List the name and city and location of your high school.

References Identify the names, titles, and contact information for three references.

1. _____

2. _____

3. _____

Sample Free-Response Question What value can you add to this organization? Use complete sentences.

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→ update the application periodically, if the system allows it	x forget to update the application when your email address or telephone number change
→ try to print, copy, and/or save your application, if possible	x regret not having a copy for future reference or if a computer error occurs