

## Forms, Forms, and More Forms

The student will complete a variety of forms.

### **Grade Level**

High School

### **Related Subject**

Careers

### **Concept**

Employability Skills

### **Related Occupations**

All occupations

### **Type of Activity**

Individual/Group Participation

### **National Career Development Guidelines**

Master academic, occupational, and general employability skills in order to obtain, create, maintain, and/or advance your employment. (CM 4)

### **Materials/Supplies**

Job application forms, other required forms including social security, pen/ pencil

### **Activity**

- Introduce the variety of forms to be filled out or obtained to seek, obtain, maintain and change jobs.
  - Social Security forms
  - W-4 forms
  - Driver's license
  - Birth certificates
  - Citizenship papers
  - Professional licenses
  - Job application forms
  - Selective Service Registration for 18-year-old males
  - All others you can think of
- Distribute copies of important records and forms.
- Discuss the contents of various forms and records and why such information is needed. Discuss the importance of memorizing their social security number.
- Complete each section as a group, and then provide one for them to do on their own.
- Practice identifying or filling in various records or forms. Compare similarities and differences in job application forms.
  - Is the arrangement of items widely different?
  - What information is consistently requested?
  - What information is requested on some but not on others?
  - Is there some information requested that is considered illegal to ask or require?

**Evaluation**

Students will be evaluated on how successful they are in completing several types of forms.

Oklahoma Department of CareerTech