

Subject

Language

Concept

Simulation

Grade Level

7 - 8

National Career Guidelines

Competency VII

Knowledge of
skills necessary
to seek and
obtain jobs

Type of Activity

Individual

Related Occupations

All Careers

Apply Now

This activity will help students learn how to properly fill out an application. They will complete an application form using neat writing.

Materials/Supplies

Sample application forms, pens with blue or black ink

Activity

- Discuss with the students the purpose of filling out an application form and the importance of neatness and accuracy. Remind them to use blue or black ink when filling out an application.

Distribute sample application forms to students. The applications can come from local businesses, non-profit organizations, employment office, an office supply store that carries blank forms, etc.

Have the students read the complete application form before they write **ANYTHING**.

Call the students' attention to being neat and accurate.

Have the students gather the information needed to fill out the form, such as phone numbers, addresses, social security numbers, etc.

Ask the students to complete the form and turn it in for grading.

- Have students correct any mistakes made or fill in any blank spaces not filled out (if appropriate).

Display on the bulletin board or on the wall all neat and accurately completed applications.

Evaluation

Students will be evaluated on the accuracy, completeness, and neatness of their applications.