

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