

Brainstorm

1. What is your dream job and why?
2. If you could live anywhere in the U.S./world and have this job, where would you live and why?
3. If you could choose one person as a role model for this job, who would it be and why?
4. If you have the job, explain what you think one day working would be like.

NAME:

Job Research Part One

www.bls.gov/k12/content/students/careers/career-exploration.htm

Job One:

Quick Job Facts:	
2012 Medium Pay	
Entry-Level Education	
Work Experience in Related Occupation	
On-the-job Training	
Number of Jobs, 2012	
Job Outlook, 2012-22	

Job One:

1. What they do (explain 2-3 sentences):

2. Duties:

-
-
-
-
-

3. Examples of different positions:

-
-
-

4. Work environment/schedule:

-
-

5. How to become one:

- Education: (explain 2-3 sentences)

- Work Experience: (1-2 sentences)

- Training: (1-2 sentences)

- Important Qualities

-

-

-

6. Annual Pay:

-

7. Job Outlook/Prospect (Explain Growth/Decline)

-

NAME:

Job Two:

Quick Job Facts:	
2012 Medium Pay	
Entry-Level Education	
Work Experience in Related Occupation	
On-the-job Training	
Number of Jobs, 2012	
Job Outlook, 2012-22	

Job Two:

1. What they do (explain 2-3 sentences):

2. Duties:

-
-
-
-
-

3. Examples of different positions:

-
-
-

4. Work environment/schedule:

-
-

5. How to become one:

- Education: (explain 2-3 sentences)

- Work Experience: (1-2 sentences)

- Training: (1-2 sentences)

- Important Qualities

-

-

-

6. Annual Pay:

-

7. Job Outlook/Prospect (Explain Growth/Decline)

-

Job Unit Part Two: Application/Cover Letter/Resume

- Pick the most desired job from the two.
- You will apply for this job by filling out a job application.
- Things to remember:
 - You do not have to put real phone number/address/email.
 - Former Employees should be teachers/organization leaders/coaches. NOT FRIENDS.
 - Your references CANNOT BE FRIENDS.
 - Write clearly and no grammatical errors. YOU WILL LOSE THE JOB...(and get a bad grade)

Application for Employment				
(Name of Job: _____)				
PERSONAL INFORMATION				
				Date _____
Name				
Last	First	Middle Initial		
Present Address				
Street	City	State	Zip	
Permanent Address				
Street	City	State	Zip	
Phone No. ()				
EMPLOYMENT DESIRED				
Position		Date Available	Salary Range Desired	
Are You Employed Now?		May We Inquire Of Your Present Employer?		
Have You Ever Applied to this Company Before?		Where?	When?	
EDUCATION				
Name and Location of School	No. of Years Attended	Did You Graduate?	Subjects Studied	

NAME:

Elementary School _____			
Middle School _____			
High School _____			

Achievements, Skills, or Training

List any achievements i.e. education, personal, or sporting:

List your hobbies, interests, or involvements:

What Foreign Languages Do You Speak?

If you speak a Foreign Language, write (Hi how are you) in that language:

FORMER EMPLOYERS/TEACHERS List favorite past employers/teachers below, starting with the most recent.

Date Month and Year	Name, School, and Grade Level	Position	Subject	Why were they your favorite?
From _____ To _____				
From _____ To _____				
From _____ To _____				
From _____ To _____				
From _____ To _____				

REFERENCES: Give below the names of three persons not related to you, whom you have known at least one year.

Name	Address	Occupation	Years Acquainted
1			
2			

3			
In Case of Emergency Notify ()			
Name	Address	Phone No.	
I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.			
Date		Signature	
Availability			
Please indicate the days and time you are able to work.			
Day	Start	Finish	
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Please list any experience for the position you are applying for: Position: _____				
(NOTE: to apply for this position, you must have knowledge or experience)				
Experience or Knowledge:				

Please answer the following questions to test your basic knowledge: EMPLOYMENT TEST

Part 1: For the following questions, state your answers in terms of bills and coins. For examples, \$4.58 would be 4 dollar bills, 2 quarters, 1 nickel, and 3 pennies.

- | |
|--|
| 1. If the customer's order came to \$13.58 and he or she gave you a \$20.00 bill, what is his or her change? |
| Answer: |
| 2. If the customer's order came to \$6.22 and he or she gave you \$20.25 bill, what is his or her change? |

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Answer:

Part 2: Answer the following questions:

1. The return policy states: customers have 30 days to return their product. A customer wants to return a product 2 weeks past the return policy, what do you do?

Answer:

2. You are working alone and your shift is due to be over at 6 P.M. The individual who is scheduled to begin working at 6 P.M. does not show up. What do you do?

Answer:

3. How would you define team work?

Answer:

4. What do you think you can bring to this company? Furthermore, why do you think we should hire you?

Answer:

Name:

■ Address:

■ City, State, Zip Code:

■ Phone Number:

■ Email:

Objective: (Explain why you are applying for the position in a sentence)

-

Experience: Three school projects or activities relating to the position you are applying for:

-For example: Ms. P's Journal Project in the sixth grade, and you are applying to be a writer.

Project/Activity: _____, Year:

-Explain the project/activity's requirements:

-
-
-
-

Project/Activity: _____, Year:

-Explain the project/activity's requirements:

-
-
-
-

Project/Activity: _____, Year:

-Explain the project/activity's requirements:

-
-
-
-

Education: List your High School, Middle School, and Elementary School/Years Attended

-
-
-

Honors: Educational, Personal, Sporting

-

References: Name, Relation, Email

-

Name:
Address:
City, State, Zip Code:
Phone:
Email:

Date:

(Employer's Address)

Example:

*Lenape Regional High School District
93 Willow Grove Road
Shamong, NJ 08088*

Dear (Employer's name):

I am writing to you in reference for the position of: (Name of Position)

Body 1:

- Introduce yourself:
 - Name
 - Position you are applying for
 - Why you are applying for the position
 - Outstanding Qualities (i.e. responsible, organized, and dedicated)

Body 2:

- Brief Summary explaining and giving examples of your outstanding qualities.
 - For example: Responsible/Babysitting, Organized/Volunteer Work, Dedicated/Before or After School Activities

Body 3:

- Brief Summary explaining what you can contribute to the position you are applying for.
 - For example: (Applying to Daycare) With three years of babysitting experience, I am confident I can manage children in a larger facility. Due to my time management skills, excellent communication skills, and patience with children, I can be a great asset to your team.

Body 4:

- Leave a thank you and farewell message.

Sincerely,

Job Unit Rubric

Overview:

You will be graded on different aspects of applying and procuring a real-life job. You will be graded according to your understanding and demonstration of each of these occupational elements, and your writing skills. To figure out your grade, total your score for each category and find the corresponding grade on the chart at the bottom.

Category One: Job Search

- 3 Points: You have excellent research that answers and describes all requirements of the specified job.
- 2 Points: You have good research that answers all requirements of the specified job.
- 1 Point: You have fair research that answers and describes some requirements of the specified job.
- 0 Point: You have poor research that does not answer and describe the requirements of the specified job.

Your score: _____

Category Two: Job Application and Job Resume

- 6 Points: You have an excellent and organized job application and job resume. You have completed the job application and job resume by filling out all the appropriate information required.
- 4 Points: You have a good and mostly organized job application and job resume. You have completed the job application and job resume by filling out all the appropriate information required.
- 2 Points: You have a fair and unorganized job application and job resume. You have completed the job application and job resume by filling out all the appropriate information required.
- 0 Point: You have a poor and unorganized job application and job resume. You have not completed the job application and job resume by filling out all the appropriate information required.

Your score: _____

Category Three: Job Cover Letter

- 6 Points: Your cover letter has an excellent and convincing argument. It is properly structured, well written, and free of grammatical errors.
- 4 Points: Your cover letter has a good and convincing argument. It is properly structured, well written, and has some grammatical errors.
- 2 Points: Your cover letter has a fair and convincing argument. It is mostly properly structured, well written, and has some grammatical errors.
- 0 Point: Your cover letter has a poor and unconvincing argument. It is poorly structured, poorly written, and has many grammatical errors.

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Your score: _____

Late? Take off one grade for each day:

Your point total: _____

Grade Scale:

Point Total	Grade	Point Total	Grade	Point Total	Grade
15	A+	11	B-	7	D
14	A	10	C+	6-5	D-
13	A-	9	C	4-0	F
12	B+	8	C-		
8	B	3	D+		

Your Grade: _____