

Lesson plan

Completing job application forms

50+
Minutes

16-18
Age

Learning outcome(s)

By the end of the lesson students will:

- Understand why employers use application forms
- Summarise what basic details employers seek on their application forms
- Arrange employer requirements to help structure their application answers

Summary of the lesson

This lesson teaches students why employers use application forms, and equips them with the skills to complete them effectively. Students will unpack job/apprenticeship job descriptions to understand what skills they require and how to use this information to improve their own applications. Writing supporting statements will also be discussed.

Classroom requirements

- Interactive board
- Accompanying PowerPoint slides
- Paper and pen between two students

Suitable for students aged:

16-18

Time required to complete tasks

50 mins minimum

Skills builder framework



Lesson activities

1. Why employers use application forms

Teacher to give a brief description as to what an application form is using PowerPoint Slide 2. Teacher uses PowerPoint Slide 3, and asks students to get into twos to spend 5 minutes discussing the steps they could take to fulfil the bullet points on the slide. Teacher asks for feedback to the rest of the class from a few groups.

- Research the employer thoroughly - look on their website, read their annual statement or 'About Us' page, check their social media pages, read about them in the news, ask people who work for them
- Understand the role fully - read the job description a few times, look for similar roles online if more detail is needed, speak to people doing the job, conduct online research on websites such as Good Careers Guide and Job Outlook, watch career videos
- Consider your skills - think about any employment, volunteering, work experience, Duke of Edinburgh or positions of responsibility you have and consider what skills you used. More detail on this later in the lesson
- Draft your answers to questions - use a Word document or similar to draft your answer to questions, and keep these for future applications, think about each question carefully, use the STAR technique for concise writing, (more detail later in the lesson)
- Plan your time - it can take a full day to write a very good application, plan your time with a diary or schedule
- Check your spelling and grammar - using checkers, but also run your writing past careers advisers, teachers, parents or friends
- Apply before the closing date - make a note of the closing date so you plan your time effectively in order to apply on time

**Time
Required**

**15
Min**

Resources

PowerPoint Slides 2 and 3

<https://www.gooduniversityesguide.com.au/careers-guide>

<https://joboutlook.gov.au/>

2. Basic details

The teacher goes through the basic elements of an application form using PowerPoint Slide 4 for support, giving advice about checking the details are correct and spelt right.

**Time
Required**

**5
Min**

Resources

PowerPoint Slide 4



3. Skills

Teacher goes through the basics of writing a good competency based application form answer. Teacher goes through the example given on PowerPoint Slide 5.

For the task on PowerPoint Slide 6, the teacher gives students 10 minutes to think of an example in their pairs and write down their answer. The teacher asks the class to name what they found most difficult element of doing this.

**Time
Required**

**20
Min**

Resources

PowerPoint Slides 5 and 6

Paper and pen between two students

4. Supporting statement

The teacher talks through what a supporting statement is, and explains what should be included in one, using PowerPoint Slide 7.

The teacher explains how a student would look at a job description and identify required skills, and how to decide on the two or three skills the student should provide examples for in their supporting statement. The teacher should explain that the STAR technique can be used to structure these examples in a supporting statement.

On PowerPoint Slide 8, the teacher reads the supporting statement out and encourages the students to critique it.

**Time
Required**

**10
Min**

Resources

PowerPoint Slides 7 and 8

Differentiation

Some students may have difficulties in identifying where they have used the skills required by some jobs.



Extension activities

For homework, students should be encouraged to look for a job they like the sound of, and to identify skills from the job description. Using this preparation, they should write a supporting statement to apply for the position, including their motivation for the role, and for the employer, with two examples of where they meet the skill requirements, using the STAR technique.

Students with a Morrisby account can add one of these activities or an alternative goal to their Morrisby Action Plan.

