

**Title: Initial Applications**

<b>Lesson Objective(s):</b>	<ul style="list-style-type: none"> <li>• Be aware of different methods of applying for opportunities.</li> <li>• Know how to complete an application form.</li> </ul>
<b>Learning Outcome(s)</b>	<p><b>All:</b> Will practise completing an application form accurately and reflect on the skills and qualities they have to offer a potential employer/course leader.</p> <p><b>Most:</b> Will reflect on the qualities and skills they have to offer to a potential employer/course leader in a given scenario.</p> <p><b>Some:</b> Will carefully tailor their application form to meet specific criteria as well as write a targeted application letter.</p> <p><b>PSHE Personal Well-being Programme of study key stage 4:</b></p> <p>Key Concepts: 1.1b, 1.3c  Key Processes: 2.1b, 2.1c.  Range and content:</p> <p><b>PSHE EWFC key stage 4:</b></p> <p>Key Concepts: 1.1b, 1.1c, 1.2c.  Key Processes: 2.1a, 2.1c, 2.1d, 2.3a, 2.3c, 2.3h.  Range and content: 3e, 3b, 3f</p> <p><b>SEAL:</b> 2, 5, 19, 24, 30, 45.</p>
<b>Resources</b>	<ul style="list-style-type: none"> <li>• 'Application form – quiz' sheet</li> <li>• 'Application form – hint and tips' sheet (double sided)</li> <li>• Job descriptions local newspaper or 'Careers 2007' file</li> <li>• Blank application forms (double sided)</li> <li>• 'Application letters – hints and tips' – EXTENSION.</li> </ul>
<b>Introduction</b>	<ol style="list-style-type: none"> <li>1. Ask students to think of three words that they would use to advertise their best skills and qualities – explain that this is what the application process is about – self- marketing.</li> </ol>
<b>Activities:</b>	<ol style="list-style-type: none"> <li>2. Brainstorm ways in which personal information might be presented in a application e.g. C.V. (students will be drafting these in tutor time in Year 11), application form, on-line application form, e-mail, application letter, telephone call, filling in a form at a recruitment agency etc. Stress that the purpose of the initial application is to maximise chances of getting through to the next stage e.g. interview.</li> <li>3. Distribute 'Application form – quiz' and go through responses and discuss once completed using the 'Application forms – hints and tips' sheet.</li> <li>4. Distribute job descriptions and blank application forms. Students should complete an application for their given vacancy using the hints and tips sheet for reference. When finished, discuss how easy/difficult it was, potential pitfalls etc.</li> <li>5. Extension: Students to write a targeted application letter to accompany their form using the 'application letters – hints and tips' sheet for guidance.</li> </ol>
<b>Assessment</b>	<ul style="list-style-type: none"> <li>• Teacher Observation</li> <li>• Outcome of tasks</li> </ul>