

Area/Skill - LA, Writing	Cognitive Skill Level - Synthesis	Correlation to Framework - 01.04, 01.05	Lesson Number - 26
<p><b>Activity Title - Personal Information Sheet</b></p> <p><b>Goal/Objective</b></p> <p>To assist students in understanding and collecting the material necessary to successfully complete an employment application.</p> <p><b>Lesson Outline</b> <b>Introduction</b></p> <p>Discuss how applications for employment vary from company to company. However, certain basic information is necessary and common to most application forms. Students need to be familiar with this type of information as well as a variety of application formats.</p> <p><b>Activity</b></p> <p>Students will prepare a personal data sheet which will provide them with easy access to the information that they will need for completing application forms. Discuss with students the four major categories of information on employment applications. List specific information under each category (Vita, Work History, Education, References). Divide the class into small groups. Have each group complete a "John Doe" application form.</p> <p><b>Debriefing/Evaluation Activity</b></p> <p>Bring the small groups together and have them share their information. Compile the different information for each category and complete a more comprehensive application form. Discuss how a comprehensive personal information sheet can assist individuals when applying for new positions. Have students complete their own personal information sheets to use with practice job application forms from different employers.</p>			<p><b>Materials/Texts/Realia/Handouts</b></p> <ul style="list-style-type: none"> <li>• Chart paper and markers</li> <li>• Sample application forms from a variety of employers</li> <li>• Telephone books and internet access for securing addresses and phone numbers</li> <li>• Teacher created sample personal information sheet form</li> <li>• Paper and pencils</li> </ul>
<p><b>Real-Life Connection</b></p> <p>The workplace is the eventual goal for many GED students. Even those with secure employment are likely to change jobs several times in the course of their lifetime. Correctly completing job application forms is a good first step to successful employment. Assist students in preparing a comprehensive information sheet that they can use when applying for positions in the workplace.</p>			<p><b>Extension Activity</b></p> <p>Have students contact companies in which they would like to be employed. Have them request an employment application. Have the students complete these applications using their personal information sheets.</p> <p><b>ESE/ESOL Accommodations</b></p> <p>Provide foreign language dictionaries for unfamiliar employment terms.</p> <p>Partner students to provide additional assistance during group activities.</p> <p>Provide one-on-one assistance as needed to help students prepare personal information sheets.</p> <p>Provide an outline format of a personal information sheet that students can use.</p>

## GED 2002 Teachers' Handbook of Lesson Plans

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### Activity Title - Personal Information Sheet

#### Introduction

*Ask:* How many of you have ever applied for a job? What kinds of things did this involve?

Write the student's answers on the board or chart paper. If filling out an application is not included, add this to the list.

*Say:* Today we will talk about the types of information that a person needs to know in order to successfully fill out an application form.

#### Main Activity

Divide a piece of chart paper or the marking board into four different areas. *Ask:* What types of information does a person need to know in order to successfully fill out a job application. Have the students brainstorm ideas. If a major category is named, place it at the top of the list and underline it. If no major categories are given, ask the students what the items on the list have in common. The major categories are: Vita, Work History, Education, References.

Divide the class into small groups. *Say:* Today you are going to complete a sample job application for "John Doe." Before you begin, you will need to know a little about Mr. John Doe. Create a personal information form for Mr. Doe that identifies highlights of his life that fit under each of the four categories. You do not need to use complete sentences. A personal information form is listing of pertinent facts that helps an individual complete a job application form.

Have the students create a personal information form for "Mr. Doe." You may wish to provide them with a form on which each of the four major categories are listed.

#### Debriefing/Evaluation Activity

Bring the group together. *Say:* Let's see what type of information that we have about Mr. Doe.

Compile the student's ideas for each of the categories by writing them on the board or chart paper. *Say:* Now that we have all of this information about John Doe, let's pool our facts and help him fill out an application form for a new job.

As a class, complete a sample application form using the variety of information from the list.

*Say:* Now that you have had practice in developing a personal information form and completing a sample application, it is your turn. Fill out your own personal information form. You may have additional information that you wish to add to the basic guide that we have used. Remember, this is your personal form. It must reflect your life and your history. We will be using these completed forms to fill out sample job applications at a later time. You may also wish to keep this type of form with you when applying for a new job in the workplace.