Task Title: Completing Application Forms

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes [ ]   No [ ]

Goal Path: Employment [ ]   Apprenticeship [ ]

Secondary School [ ]   Post Secondary [ ]   Independence [ ]

Task Description: The learner will answer questions after reading a short text outlining tips for properly completing application forms.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

Application forms are used for job and post-secondary applications, as well as for things like government benefits or apartment rental. It is important to understand how to properly fill out application forms so that your application will be properly considered.

Read "10 Tips for Completing an Application Form".

10 Tips for Completing an Application Form

1. Complete, review, and return your application in time if there is a closing date. You want to give yourself extra time in case there are problems uploading an application to a website, for example.

2. It is useful to make a copy so you can review the questions and practise filling out the application before completing a final copy.

3. Read and follow the instructions carefully. Always take a few minutes to look at the entire application before starting. Sometimes, applications are rejected if they aren't filled out properly.

4. Carefully read all supporting documents. For example, a job application may have a link to the full job description containing additional information.

5. If you are typing text into an application form, keep the font size and spacing consistent. If your application is handwritten, complete it as neatly as possible. Some applications specify the colour of pen you must use (e.g. black or blue ink).

6. If there are questions that do not apply to you, simply respond with 'not applicable' or 'n/a'. For example, if you are applying for your first job, you may not need to complete a section entitled "former employers". If you are applying for your first apartment, you may not need to complete a section entitled "previous landlords".

7. Make sure you fully enter all personal information. For example, use your complete name, not a nickname; avoid abbreviations and acronyms or places or companies.

8. Pay attention to any length restrictions. With online applications, you may be prevented from entering additional text when you have reached the word limit. If filling out an application by hand, make sure your answers fit within the spaces given for each response.

9. Proofread your application before submitting it. Check for spelling and grammar errors and make sure you have entered all your information correctly.

10. Keep a copy of your application. For online submissions, you may not always have access to your application once it has been submitted.

Work Sheet

Task 1: Why is it important to read the instructions carefully when completing an application?

Answer:

_____

Task 2: When entering personal information into an application form, list two things you should avoid.

Answer.

_____

Task 3: Give an example of when you might enter n/a into an application form.

Answer:

_____

Task 4: List three things you should do when proofreading your application.

Answer:

_____

Task 5: Why should you save a copy of your application before submitting it online?

Answer:

_____