

Task-based Activity Cover Sheet

Task Title: Review Information on a Job Application

Learner Name:					
Date Started:	Date Completed:				
Successful Completion: Yes No)				
Goal Path: Employment ✓ Apprenticeship S	econdary School Post Secondary Independence				
Task Description:					
Review a Job Application to locate information					
Competency:	Task Group(s):				
A: Find and Use Information	A2: Interpret Documents				
Level Indicators:					
A2.2: Interpret simple documents to locate an	nd connect information				
Performance Descriptors: see chart or click he	re.				
Links to skill building activities: see the last pa	ages <u>or click here</u>				
Materials Required:					
Pen or pencil					
 Job application form (3 pages attached) 					
ESKARGO:					
 Uses knowledge of vocabulary and sight words related to specific forms, tables, graphs, maps and 					
flow charts to obtain meaning					
Uses layout to locate information					
 Uses a variety of strategies to decode and determine the meaning of unfamiliar words 					
 Uses context cues and personal experience to gather meaning from a document 					
Scans to locate specific information					
Skims to understand purpose and use of document					
 Identifies basic parts of a form, table, si 	mple graph and chart				
 Uses understanding of kinds of forms, k 	inds of tables, kinds of graphs, kinds of maps and kinds of				
charts to help identify purpose					
 Performs limited searches using one or two search criteria 					
Locates multiple pieces of information in forms, tables, simple graphs, maps, flow charts					



- Makes connections between elements and parts of documents
- Identifies purpose and use of specific forms, tables, simple graphs
- Makes low-level inferences
- Begins to evaluate information

Attitudes:

Practitioner,

We encourage you to talk with the learner about attitudes required to complete this task set. The context of the task has to be considered when identifying attitudes. With your learner, please check one of the following:

□ Attitude is not important □ Attitude is somewhat important □ Attitude is very important



Prepared for: Cementing Integration Project – QUILL Learning Network 2015

Task Title: Review Information on a Job Application

Learner Information and Tasks:

When applying for jobs, it is usually necessary to complete an application form. Look at the Diversified Transportation Ltd. application for employment.

Task 1: What are the two (2) instructions the applicant needs to follow?

- **Task 2:** If the applicant has a criminal conviction, what does that mean to the application?
- **Task 3:** What three (3) factors are job requirements?
- **Task 4:** What three (3) items will the applicant be requested to provide if they are given an interview?



Diversified Transportation Ltd. - Application for Employment

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Prepared for: Cementing Integration Project – QUILL Learning Network 2015

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	р.	Month	Year	Month	Year	Duties/Responsibilities	
Company name	1					-	
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iversified Transportation Ltd. - Application for Employment

Telephone,#

Reason for leaving							

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Additional Information

Ext

Use this space if you wish to record any additional information pertinent to the job applied for, not covered in the previous sections.

NOTE: Because some of the factors are job requirements (e.g. valid driver's licence, professional licence, and entitlement to employment), disqualification of same or change in status may result in re-assignment or termination of employment.					
1. At which accredited Driver's School did you complete your driver's training and in which year	I?				
Name and location of Driving School	Year of completion				
2. Do you have an immediate family member working for Diversified Transportation Ltd.?	No 🔿 Yes				
3. Have you worked for or been interviewed by Diversified Transportation Ltd. before? O Yes	No				
4. Are you eligible to work in Canada? O No O Yes					
5. You will need your own reliable vehicle to get to and from the bus depot each day. Do you h	ave your own transportation? \bigcirc Yes \bigcirc No				
6. Have you attached your resume to this application? \bigcirc No \bigcirc Yes	2 5				
7. How did you hear about the employment openings with Diversified Transportation? Please of	heck appropriate box.				
🔿 Word of mouth 🔹 🔿 Employee Referral 🔹 🖓 Internet (Job Bank) 🔅 Kijijiji					

○ Recruitment Fair ○ Diversified Website ○ Advertisement ○ Other (Please specify)

8. Do you have a conviction for a criminal offence for which a pardon has not been granted?

○ No ○ Yes - specify:

NOTE **A Criminal conviction does not necessarily disqualify you from the position.

Information requested in this application is treated confidentially.

I hereby declare that the foregoing information is true and complete to my knowledge. I understand that only applicants moving forward to the interview stage will be contacted and that a false statement may disqualify me from employment or cause my dismissal.

Please enter your full name

Date:

Pursuant to Section 39(2) of the Freedom of Information and Protection of Privacy Act, you are hereby notified that personal information relating to you is being collected for the purpose of human resources staffing. In the event that you are not selected this application and all personal information collected by Diversified Transportation Ltd. will be destroyed.

Submit

http://forms.dtl.ca/



Task Title: Review Information on a Job Application

Answer Key

Task 1: What are the two (2) instructions the applicant needs to follow?

- 1) Please Print
- 2) Incomplete information could affect the evaluation of your application
- **Task 2:**Will a criminal conviction disqualify an applicant from obtaining employment?

A criminal conviction does not necessarily disqualify you from the position

Task 3:What three (3) factors are job requirements?

Under the "NOTE" on page 3 – valid driver's licence, professional licence, entitlement to employment)

Task 4:What three (3) items will the applicant be requested to provide if they are given an interview?NSC Driver's Abstract, Insurance Claims History, photocopy of Driver's Licence



Task Title: Review Information on a Job Application

	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	 performs limited searches using one or two search criteria 			
	extracts information from tables and forms			
	uses layout to locate information			
	makes connections between parts of documents			
	makes low-level inferences			
	 begins to identify sources and evaluate information 			

This task: was successfully completed____

needs to be tried again____

Learner Comments

Instructor (print)

Learner Signature



Skill Building Activities

Links to online resources:

Practice Job Applications

http://www.experienceworks.org/site/PageServer?pagename=Practice_Online_application http://www.gcflearnfree.org/edlall/job-application Finding Unfamiliar Words www.dictionary.com Job Application Guide http://jobsearch.about.com/od/jobapplications/a/jobapplicationguide.htm

LearningHUB online courses available:

- Reading & Writing, Independent Study (assigned by practitioner following assessment)
 - PLATO Reading Level 2; Basic Skills for the Real World
- Essential Skills, Independent Study (assigned by practitioner following assessment)
 - Job Skills for the Real World
- Essential Skills, Independent Study Short Courses (assigned by practitioner following assessment)

 Improving Your Job Skills
- Live Classes (SABA) Filling in Forms; On the Job Thinking Skills

***To access LearningHUB courses**, learners must register for the LearningHUB e-Channel program by completing the registration form on their website and completing the course selection (page 2 of the registration form): <u>https://www.learninghub.ca/get_registered.aspx</u>

*To Access LearningHUB Course Catalogue: http://www.learninghub.ca/Files/PDFfiles/HUBcoursecatalogue,%20December%2023,%202014%20revision.pdf