

Task Title: Complete a Job Application Form

# OALCF Cover Sheet – Practitioner Copy

**Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| **Goal Path:** | Employment | Apprenticeship |
| --- | --- | --- |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No 

**Task Description:** The learner will complete a job application form.

 **Main Competency/Task Group/Level Indicator**

* Communicate Ideas and Information/Complete and create documents/B3.2a

**Materials Required:**

* Pen/pencil and paper

# Learner Information

# Companies will often require applicants to complete job application forms. These may be on paper or online.

# Scan the **Tim Hortons Employment Application**.

#

#

# Work Sheet

**Task 1: Complete the Tim Hortons Employment Application form provided.**

Answer: 

Task Completed: Yes No

# Answers

**Task 1: Complete the Tim Hortons Employment Application Form provided.**

Answer: Check the application to make sure learner has answered all questions. Answers will vary.

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| B3.2a | uses layout to determine where to make entries |  |  |  |
|  | begins to make some inferences to decide what information is needed, where and how to enter the information |  |  |  |
|  | makes entries using a limited range of vocabulary |  |  |  |
|  | follows instructions on documents |  |  |  |

This task: Was successfully completed Needs to be tried again 

Learner Comments:

Instructor (print): Learner (print):

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