**Task-based Activity Cover Sheet**

**Task Title:** Review Information on a Job Application

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| **Learner Name:** | |
| **Date Started: Date Completed:**  **Successful Completion:** Yes\_\_\_ No\_\_\_ | |
| **Goal Path:** Employment **✓**Apprenticeship\_\_\_ Secondary School Post Secondary Independence\_\_\_ | |
| **Task Description:**  Review a Job Application to locate information | |
| **Competency:**  A: Find and Use Information | **Task Group(s):**  A2: Interpret Documents |
| **Level Indicators:**  A2.2: Interpret simple documents to locate and connect information | |
| **Performance Descriptors:** see chart [or click here.](#PerformanceDescriptors) | |
| **Links to skill building activities:** see the last pages [or click here](#SkillbuildingActivity) | |
| **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, simple graph and chart * Uses understanding of kinds of forms, kinds 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 | |

**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?

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**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**

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| --- | --- | --- | --- | --- |
| 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\_\_\_

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| --- |
| Learner Comments |
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| 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](http://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): <https://www.learninghub.ca/get_registered.aspx>

**\*To Access LearningHUB Course Catalogue:**

<http://www.learninghub.ca/Files/PDF-files/HUBcoursecatalogue,%20December%2023,%202014%20revision.pdf>