

Lesson D3–5

Applying for a Job

Unit D. Employability in Agricultural/Horticultural Industry

Problem Area 3. Gaining Employment

Lesson 5. Applying for a Job

New Mexico Content Standard:

Pathway Strand: Employability and Career Development

Standard: XIII: Know and understand the importance of employability skills.

Benchmark: XIII-C: Manage employment relations to hunt for a job, land a job, and advance within the company.

Performance Standard: 1. Seek, apply for, and accept employment to begin career objective.

Student Learning Objectives. Instruction in this lesson should result in students achieving the following objectives:

1. Explain how to research a job opportunity.
2. Describe two methods of applying for a job.
3. Identify the common types of information requested on a job application form.

List of Resources. The following resources will be useful in teaching this lesson:

Schroeder, Charles B., et al. *Introduction to Horticulture*, Third Edition. Danville, Illinois: Interstate Publishers, Inc., 2000.

Lee, Jasper S., et al. *AgriMarketing Technology*. Danville, Illinois: Interstate Publishers, Inc., 1994.

Other Resources. The following resources will be useful to students and teachers:

Morgan, Elizabeth M., et al. *AgriScience Explorations*, Second Edition. Danville, Illinois: Interstate Publishers, Inc., 2000.

VAS U6001b, *Applying for a Job*. Urbana, Illinois: Vocational Agriculture Service.

Ricketts, Cliff. *Leadership: Personal Development and Career Success*, Second Edition. Albany, New York: Delmar Publishers, 2003.

List of Equipment, Tools, Supplies, and Facilities

Writing surface
Overhead projector
Transparencies from attached masters
Copies of student lab sheet

Terms. The following terms are presented in this lesson (shown in bold italics):

Company literature
Cost of living
Employment desired
Formal letter of application
Market
Past employment
Personal information
Personal visitation
Quality of life
References
Suppliers

Interest Approach Use an interest approach that will prepare students for this lesson. Teachers often develop approaches for their unique class and student situations. A possible approach is included here.

This lesson should acquaint students with the intricacies of applying for a job. Have students gather job applications from area employers. Review the major parts of the applications. Are there particular parts that generate questions? Use applications from a variety of employers that cover different job levels and

discuss the differences. For instance, what are the differences between an application form for a fast food restaurant and one for a position in your school district? Help to begin to acquaint students with the type of information employers are seeking to gather on application forms.

Summary of Content and Teaching Strategies

Objective I: Explain how to research a job opportunity.

Anticipated Problem: What information should be studied before applying for a job?

- I. Prior to applying for a job, the candidate should conduct research about a potential job opportunity.
 - A. The employer potential applicants should familiarize themselves with the employer and the type of business it is engaged in. This will allow the applicant to discuss the job opening in an intelligent manner. There are many sources for this information.
 1. **Company literature**—catalogs, brochures, and reports produced by the employer will provide an overview of its products and services.
 2. Employees—people who already work for the employer can provide a good deal of information, such as company products, services, and working environment.
 3. **Suppliers**—businesses that supply goods and services to the employer are good sources of information. They will have knowledge of the company's products and business practices.
 - B. The **market**—the area of business or the industry in which the potential employer is engaged in. Does the company operate in a market that allows for growth and advancement?
 - C. The community job applicants should research the community in which they will be living.
 1. **Cost of living**—the costs for housing, food, utilities, and insurance in a particular city or town.
 2. **Quality of life**—the recreational and social advantages to living in a community.
 3. School system—does the community have a good system of schools? This will be important to applicants with children.

Various techniques can be used to help students master this objective. Have students read the appropriate sections in the Introduction to Horticulture textbook. Use TM: D3–5A to help them understand the types of information that should be researched before actually applying for a job.

Objective 2: Describe two methods of applying for a job.

Anticipated Problem: What are two common methods of applying for a job?

- II. There are two common methods of applying for a job.
 - A. **Personal visitation** refers to completing an application in person. When applying in person, an applicant should:
 - 1. Dress and groom properly—this is important in making a good impression.
 - 2. State the purpose of the visit—inform the company receptionist that the applicant is seeking employment. If the company is seeking applicants, they will have procedures to follow.
 - 3. Complete the employment application form—this form provides the employer with information about the candidate’s education, experience, and goals. Candidates should read and follow all instructions in completing the form.
 - 4. Allow sufficient time—candidates should schedule personal visits so that they have time to neatly and accurately complete the application form.
 - 5. Be prepared—candidates should bring information that will assist them in providing accurate information and dates on the application form. They should also bring their own pen for completing the forms.
 - B. A **formal letter of application** is a business letter that indicates a candidate is applying for a job. It is an important tool in seeking employment. (Formal letters of application are covered in-depth in Lesson B76.)

Many techniques can be used to help students master this objective. Provide students with copies of the suggested references. Have them read the appropriate sections in AgriMarketing Technology and the VAS unit on “Applying for a Job.” Use TM: D3–5B to reinforce the important points to consider when applying for a job in person.

Objective 3: Identify the common types of information requested on a job application form.

Anticipated Problem: What are the common types of information asked for on an application form?

- III. Application forms commonly request the same types of information.
 - A. **Personal information** includes the applicant’s name, address, telephone number, and social security number.
 - B. **Employment desired** refers to the position the candidate is applying for. It often includes the date the candidate could begin working and the salary or wages the candidate desires.
 - C. Education refers to the levels and types of education the candidate has completed. This section of the form may request specific locations and dates of a candidate’s education.

- D. **Past employment** refers to previous jobs the candidate has held. Candidates should be prepared to provide their previous employer's name and address, the time period they were employed, and their reason for leaving.
- E. **References** are individuals who can provide the employer with your qualifications and character. It is important to provide complete information so that the employer may easily contact the references. Always obtain the permission of the references before listing them.

Various techniques can be used to help students master this objective. Provide students with copies of the suggested references. Have them read the appropriate sections in AgriMarketing Technology and the VAS unit on "Applying for a Job." Use LS: D3–5A to reinforce the common types of information requested on an application form.

Review/Summary. Focus the review and summary of the lesson around the student learning objectives. Call on students to explain the content associated with each objective. Use their responses as the basis for determining any areas that need reteaching. Questions at the end of each chapter in the suggested references may also be used in the review/summary.

Application. Application can involve the activities in the suggested references and/or the attached lab sheet:

LS: D3–5A—Gaining Employment in an Agricultural Occupation

Evaluation. Evaluation should focus on student achievement of the objectives for the lesson. Questions at the end of each chapter in the suggested references will be helpful. A sample written test is also attached.

Answers to Sample Test:

Part One: Matching

1=b, 2=d, 3=c, 4=a

Part Two: Completion

1=market

2=personal visit

3=personal

4=cost of living

5=past employment

Part Three: Short Answer

1. a. personal visitation
b. formal letter of application

2. Students can list any three of the following:
 - a. dress and grooming
 - b. statement of purpose of visit
 - c. accuracy of completed application form
 - d. allowance for sufficient time
 - e. adequate preparation
3. Students can list any two of the following:
 - a. personal information candidate's name, address, telephone number, and social security number.
 - b. employment desired the position the candidate is applying for.
 - c. education the levels and types of education the candidate has completed.
 - d. past employment the previous jobs the candidate has held.
 - e. references individuals listed on the application who can vouch for the candidate's qualifications and character.

Test

Lesson D3–5: Applying for a Job

Part One: Matching

Instructions. Match the term with the correct response. Write the letter of the term next to the definition.

- | | |
|-----------------------|---------------------------------|
| a. company literature | c. references |
| b. quality of life | d. formal letter of application |

- _____ 1. The recreational and social advantages to living in a community.
- _____ 2. A business letter that indicates a candidate is applying for a job.
- _____ 3. Individuals listed on a job application that can vouch for a candidate's qualifications and character.
- _____ 4. Catalogs, brochures, and reports that provide job applicants with an overview of a company's products and services.

Part Two: Completion

Instructions. Provide the word or words that complete the following statements.

1. A _____ is the area of business or industry in which a company operates.
2. A _____ refers to completing an application in person.
3. _____ information includes the candidate's name, address, telephone number, and social security number.
4. The cost of housing, food, utilities, etc., in a particular town is known as _____.
5. Previous jobs the candidate has held are referred to as _____.

TOPICS TO RESEARCH BEFORE APPLYING FOR A JOB

The employer candidates should familiarize themselves with the company.

The market candidates should familiarize themselves with the industry in which the potential employer operates.

The community candidates should study the community to determine if they would want to live in it.

CONSIDERATIONS WHEN APPLYING FOR A JOB IN PERSON.

- **Proper dress and grooming—important in making a good impression.**
- **Statement of purpose—candidates should state exactly why they are there.**
- **Accurate completion of the application form—follow all directions and write neatly.**
- **Sufficient time—candidates should allow enough time to accurately complete all forms.**
- **Be prepared—candidates should bring a writing instrument and any information that will assist in completing the application form.**

Lab Sheet

Gaining Employment in an Agricultural Occupation Application for Employment

Personal Information

Date _____

Name _____
Last First Middle

Present Address _____
Street City State Zip

Permanent Address _____
Street City State Zip

Phone No. _____ Social Security Number _____
 _____ Referred by _____

Employment Desired

Position _____ Date you can start _____ Salary desired _____

Are you employed now? _____ If so may we inquire of your present employer? _____

Ever applied to this company before? _____ Where? _____ When? _____

Education

	Name and Location of the School	Years Attended	Date Graduated	Subjects Studied
Grammar School				
High School				
College				
Trade, Business or Correspondence School				

(continued on next page)

Former Employers (List below last four employers, starting with last one first.)

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

References: Give below the names of two persons not related to you whom you have known at least one year.

Name	Address	Business	Years Acquainted
1.			
2.			