

Session: Application Forms / Covering Letters and How to Complete Them Successfully

Apx Session Length: 50 Mins

Topic/Aims:	To enable students to understand the process for completing a successful job or college application
Learning Outcomes:	To be able to define what's involved in applying for jobs To complete an effective application form To know what a covering letter is To identify what is required in the additional information section of an application form
In class activity:	Group activity to compose a covering letter Individual activity to complete an application form Group activity to look at the 'additional information' section of the application form
Resources:	Teacher to source copies of current job vacancies prior to lesson Example of local 6 th form or college application form (Haringey 6 th) Examples of good and bad covering letters Access to YouTube to watch clip

Application Forms - Introduction

Application forms are often the first impression that a prospective employer or college gets of us so they are really important and should not be rushed! They are also easy to get wrong. Time needs to be spent on these to avoid any common mistakes and to make sure that they are appropriate to the actual job or course that we are applying for. These, along with a covering letter and an up to date CV are the three main resources that they will need when job hunting

Time:	Tutor & Support activity:	Student Activity:	Checking learning against objectives:	Differentiation:	Resources:
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5 mins	Icebreaker: What do employers hate to see on application forms brainstorm? Examples are: spelling mistakes, swearing, lies, poor grammar, sentences that don't make sense, no effort put in, no attempt to link the answers to the vacancy...	Class activity	To identify what not to put on an application form		Whiteboard Pens
5 mins	Watch YouTube Clip –Tips on applying for jobs: http://www.youtube.com/watch?v=Wd7_8cAZhg (2 mins long) Brief discussion on class thoughts on clip	Discussion	To gain some general tips on applying for jobs including application forms		Access to Youtube
10 mins	Hold up an example application form and explain that although very similar they will also differ in length, sections and information asked. Explain that in all likelihood the first application form that they will have to complete will be for a college course. Give out examples of chosen application form and give one or two sections to each group. Ask them to look at it and discuss how they would complete the sections with examples. One member of the group to feedback to class Teacher to summarise main points	Group Activity	To consider some of the main sections of an application form		Use of job or local college application form Whiteboard
15 mins	Ask class - What is a covering letter? Students brainstorm as a class what they think should be in a	Brainstorm Q&A	To know what a covering letter is and how I should		Examples of good and bad

	<p>good covering letter</p> <p>Give out example of poor covering letter and get them to comment on what is wrong with it</p> <p>Give out example of good covering letter and get class to feedback what is good about it</p>		<p>be used</p> <p>To know what makes good covering letter</p>		<p>covering letter</p>
15 mins	<p>Reconvene into small groups to discuss the additional information section of the application form and what it should include. It is the section that is likely to take the most work and time.</p> <p>Remember it's a good opportunity to sell yourself and should include:</p> <ul style="list-style-type: none"> • Skills & Qualities • Qualification, if any, include predicted grades • Personal Work Experience • Areas of interest • Reasons for applying for the job/course <p>Explain that most application forms (including those for college and 6th form) have this important section and time needs to be taken on it.</p> <p>If time allows, get students to start writing their own additional information section starting with 'I am applying for this job or college course because</p>	<p>Small group activity</p> <p>Individual activity</p>	<p>To know what it is important to include on the additional information section</p>	<p>Ensure less able students are supported.</p> <p>Maybe use simpler application form or selection of them</p>	<p>Example of school 6th form application form or one for a local college Haringey 6th form example provided <i>CHENL is an online application</i></p> <p>Paper, pens</p>

Evaluation: Did the students achieve all the objectives? What went well? What did not work?