

# Life Survival Skills

## Objective 4: Employment and Job Training

**Task 1:** Complete a job application.

**Task 2:** Demonstrate successful job interview techniques.

**Task 3:** Create a resume



## RESOURCES

Oxford Picture Dictionary 3rd Edition: pp. 168-199

### Side By Side Text

Level 1: pp. 6a-c, 120, 121, 126a, 126b, 126c, 138c, 140b, 156a

Level 2: pp. 80a-f, 81

Level 3: pp. 50a-d, 64a-d, 65, 66, 68b-c, 140, 144b-c, 148b-c

Level 4: pp. 119, 124a-d, 125-127, 144c

### Side By Side Activity Book

Level 1: pp. 139, 140, 158, 159, 164-166

Level 2: pp. 80a, 150

Level 3: pp. 129-133, 146, 147

Level 4: pp. 174-177, 179

## Life Survival Skills

**Task 1:** Complete a job application.

Why is **Filling Out a Job Application Necessary**? **Job applications** are just one of the tools an employer can use to gather the same exact information for each potential employee. In other words, the **application** itself makes the information gathering process consistent for all **job** candidates.

### How to... FILL OUT A JOB APPLICATION

1. Be Prepared. Make sure you know the **correct** names, dates, places and other information you will need.
2. Ask If You May Take A Blank **Application** Home.
3. Read The Form.
4. Be Neat.
5. Answer All Questions Completely And **Correctly**.
6. Be Positive.
7. Be Clear.
8. Alert References Beforehand.

### You should:

- Use a professional name and email address.
- Follow the instructions.
- Tailor your cover letter to the **job**.
- Include keywords in your resume.
- Check your responses for errors.
- Track your **applications** when **applying** for multiple **jobs**.
- Tidy your social media profiles.

### Avoid These Job Application Mistakes

1. **Not** Following Instructions on the **Job** Posting or **Application**
2. Leaving Fields Blank on the **Application**.
3. Turning in the **Application** Late.
4. Spelling and Grammatical Errors.
5. Explain Any Gaps in **Employment** Your on **Job Application**.
6. **Not** Including All Required Attachments.
7. Failing to Tailor **Application** Materials to Each **Job**.

## Life Survival Skills

**Task 2:** Demonstrate successful job interview techniques.

### Five Important Interviewing Techniques

- Be positive. You'll be a more attractive candidate (and coworker!) ...
- Set goals. Prior to **interviewing**, take the time to write down where you want to be in 1 year, 3 years and **5** years. ...
- Sell what you can do. Know what benefits and skills you bring to the table. ...
- Ask the right questions in the right way.

### Top 10 Interview Questions and Best Answers

1. Tell Me About Yourself. ...
2. Why Do You Want This **Job**? ...
3. Why Should We Hire You? ...
4. What Is Your Greatest Strength? ...
5. What Is Your Greatest Weakness? ...
6. Why Do You Want to Leave (or Have Left) Your **Job**? ...
7. What Are Your Salary Expectations? ...
8. How Do You Handle Stress and Pressure?



### Stages of an Interview

#1) Introductions. One of the most important steps in the **interview** process just so happens to be the first. ...

#2) Small Talk. After introductions are finished, it is a good idea conduct a bit of small talk with the candidate. ...

#3) Information Gathering. ...

#4) Question/Answer. ...

#5) Wrapping Up.

**Task 3:** Create a resume

## Life Survival Skills

**Make it simple and easy to read.** Resume samples are simple and straightforward. This is because employers have a minimal amount of time to review your resume, so readability is key. This also means selecting a professional, clean font.

**Make it brief.** You'll notice that each section of the resume sample is short and to-the-point, including the summary and experience descriptions. Including only the most key and relevant information means employers are able to consume more information about you, and more quickly understand your fitness for the role.

**Include numbers.** You might also notice that there are often metrics included in the experience section of resume samples. This is because employers are highly responsive to measurable proven value. Numbers allow them to better understand the value you may bring to the position.

**Proofread and edit** Before sending your resume, you should undergo several rounds of proofreading to ensure there are no spelling or grammar errors.

### Eight most common RESUME mistakes

1. **Spelling mistakes** and bad grammar. A lack of attention to detail could outweigh your otherwise perfect CV. ...
2. Focusing on duties rather than achievements. ...
3. Using clichés. ...
4. Incorrect information. ...
5. Poor format. ...
6. Failure to tailor. ...
7. Job-hopping and employment gaps. ...
8. Too long.
- 9.



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### How to Teach Your ESL Students Job Application Skills

# Life Survival Skills

## C A JOB APPLICATION FORM

Complete the form. Use any information you wish.

NAME _____			DATE _____		
Last	First	Middle	SOCIAL SECURITY NUMBER _____		
ADDRESS _____			TELEPHONE NUMBER _____		
<b>EMPLOYMENT HISTORY (LIST MOST RECENT OR PRESENT EXPERIENCE FIRST)</b>					
Date	Name & Address of Employer	Position	Salary	Name of Supervisor	Reason for Leaving
From: _____ To: _____					
Duties _____					
From: _____ To: _____					
Duties _____					
From: _____ To: _____					
Duties _____					
From: _____ To: _____					
Duties _____					
From: _____ To: _____					
Duties _____					
From: _____ To: _____					
Duties _____					
<b>EDUCATION HISTORY</b>					
High School _____					
NAME	CITY	STATE			
Diploma or GED Received: Yes _____ No _____ Date _____					
College/Continuing Education	Location	Field of Study	Degree/Certification		
<b>SKILLS</b>					
List any special training or skills you have.					
<b>REFERENCES (No relatives please)</b>					
Name	Relationship	Telephone Number			
1. _____					
2. _____					

# C A JOB APPLICATION FORM

Complete the form. Use any information you wish.

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
 Last First Middle SOCIAL SECURITY NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

## EMPLOYMENT HISTORY (LIST MOST RECENT OR PRESENT EXPERIENCE FIRST)

Date	Name & Address of Employer	Position	Salary	Name of Supervisor	Reason for Leaving
From: To:					
Duties					
From: To:					
Duties					
From: To:					
Duties					
From: To:					
Duties					
From: To:					
Duties					
From: To:					
Duties					

## EDUCATION HISTORY

High School \_\_\_\_\_  
 NAME CITY STATE

Diploma or GED Received: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

College/Continuing Education Location Field of Study Degree/Certification

## SKILLS

List any special training or skills you have.

## REFERENCES (No relatives please)

Name	Relationship	Telephone Number
1. _____		
2. _____		

# Life Survival Skills

## C WRITING A RESUME

Write your own resume. (Use any information you wish.)

	_____
	(Name)
	_____
	(Address)
	_____
	(Phone Number or E-mail)
<b>WORK EXPERIENCE (LIST MOST RECENT FIRST)</b>	
Dates	_____
FROM:	(Position, Place of Employment)
TO:	_____
	(City, State)
	_____
	(Description of job duties)
Dates	_____
FROM:	(Position, Place of Employment)
TO:	_____
	(City, State)
	_____
	(Description of job duties)
Dates	_____
FROM:	(Position, Place of Employment)
TO:	_____
	(City, State)
	_____
	(Description of job duties)
<b>EDUCATION HISTORY</b>	
Dates	_____
FROM:	(Degree or certification)
TO:	_____
	(School, City, State)
Dates	_____
FROM:	(Degree or certification)
TO:	_____
	(School, City, State)
<b>SKILLS</b>	
(List special skills here, for example: languages you speak, typing or computer skills, machine operating skills, any special license you have to drive or operate equipment, etc.)	
_____	
_____	
_____	
_____	
_____	
_____	

Write your own resume. (Use any information you wish.)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone Number or E-mail)

**WORK EXPERIENCE (LIST MOST RECENT FIRST)**

Dates  
FROM: \_\_\_\_\_  
TO: \_\_\_\_\_  
\_\_\_\_\_  
(Position, Place of Employment)  
\_\_\_\_\_  
(City, State)  
\_\_\_\_\_  
(Description of job duties)

Dates  
FROM: \_\_\_\_\_  
TO: \_\_\_\_\_  
\_\_\_\_\_  
(Position, Place of Employment)  
\_\_\_\_\_  
(City, State)  
\_\_\_\_\_  
(Description of job duties)

Dates  
FROM: \_\_\_\_\_  
TO: \_\_\_\_\_  
\_\_\_\_\_  
(Position, Place of Employment)  
\_\_\_\_\_  
(City, State)  
\_\_\_\_\_  
(Description of job duties)

**EDUCATION HISTORY**

Dates  
FROM: \_\_\_\_\_  
TO: \_\_\_\_\_  
\_\_\_\_\_  
(Degree or certification)  
\_\_\_\_\_  
(School, City, State)

Dates  
FROM: \_\_\_\_\_  
TO: \_\_\_\_\_  
\_\_\_\_\_  
(Degree or certification)  
\_\_\_\_\_  
(School, City, State)

**SKILLS**

(List special skills here, for example: languages you speak, typing or computer skills, machine operating skills, any special license you have to drive or operate equipment, etc.)

\_\_\_\_\_  
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