

Lesson Five: Required Documentation

If you have ever filled out a form asking you to submit personal information, did you have the information ready? Did you have to find it? How would an employer react if you said you needed to go home to get information or that you couldn't answer all the required questions? Preparation is the key--Knowing what you will need and having a system of keeping up with important information. In this lesson, we will think through the application process to examine documents you may need before applying for a job. We will also research sources you may need if you can't find needed information

STANDARDS ALIGNMENT

North Carolina Career Development Coordinator Standards:

- Standard IV.b. Help students develop global employability skills.

North Carolina Guidance Essential Standards:

- RED.C.2.1 Identify situations from your daily life in terms of problems and solution strategies.

ISTE Standards

- Digital Citizen 2.d. Students manage their personal data to maintain digital privacy and security and are aware of data-collection technology used to track their navigation online.

North Carolina Community College System College and Career Ready Adult Basic Education Standards

- LA.4.10: Read and comprehend complex informational texts independently and proficiently. CCR Anchor 10

Workforce Development Standards

- 20 CFR Parts 676, 677, and 678: Workforce Innovation and Opportunity Act is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Programs are based on eligibility.

STUDENT OBJECTIVES

At the close of the lesson, learners will be able to say... I can:

- Correctly fill out all parts of an application.
- Utilize resources in case I do not have needed information on hand.

MATERIALS NEEDED

- Computer, projector, internet access
- “I can” statements on poster board or handout
- Copies of easy and more involved applications
- Blank sheet of paper (half sheets will work)
- Link to folder with worksheets and handouts for the session
<https://bit.ly/2WKScd2>

DELIVERY SUGGESTIONS

The suggested *time* for the following lesson is 30-45 minutes. Participants should have individual stations with access to computer/internet. Maximum number of participants: 15

The following lesson is appropriate for:

- ☒ high school students
- ☒ adult learners

INSTRUCTIONS

1. State and share **I can** statements with participants, so they will know the purpose of the lesson.
2. **SAY:** *“Before we begin, let’s take a quick quiz.”* On a blank sheet of paper, number 1-5.
Now, write down your answers without using any outside references including your phone.
 - 1) What was the phone number at your childhood home (middle school age)?
 - 2) What is the phone number of the supervisor from your first job?
 - 3) What is the mailing address of the business you work at (or plan to work at)?
 - 4) What is your date of birth?
 - 5) What is your drivers license number?

So who scored 100%? Discuss the importance of having information on hand.

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3. **SAY:** *“Today we are going to fill out applications to make sure we understand what may be asked of us. One will be simple and one will be more involved. If we do not know the answers, we will look at resources to help us provide complete information to our employer.”*
4. **SAY:** *“Let’s look at this application. Project the simple Bojangles application and review the highlighted parts.”* As you discuss the highlighted sections, you may answer questions such as “Does how I write the date matter?” A: no, unless there are explicit directions as to how to write the date; legibility is the most important feature. “What if I don’t have a home number?” “Do I put AM and PM in the time blocks?” “What is ‘valid’ and ‘state of issue’?”
5. **SAY:** *“Let’s pull up the email with links to resources we will be using in our next discussion.”* (Give time to find email and ask them to click on all the links and have ready in different tabs)
6. **SAY:** *“Was there anything on the application that you did not know? How can we problem solve if we do not know information?”* For example... Project 4 questions and discuss solutions.

Question 1: What if I do not know or do not have a social security number?
(<https://www.ssa.gov/>) Ask participants to go to this site. Then ask participants to navigate the site with you as you 1) find how to retrieve a SS# or 2) apply for a SS#

Question 2: What if I do not have a drivers license but need a photo ID?
Have participants navigate with you as you search for how to get or replace an ID? <https://tinyurl.com/NCIDcard>

Question 3: What if I do not know the name, address, phone number of a business or supervisor? What sources can I use to find this information? Have them look up a company website and find information including searching for an employee (if the site allows) (**suggest typing “directory” in the search bar**). Show participants the free white pages and how to use them. (<https://www.whitepages.com/>) You may want to show them how to find the “free address and phone” section versus the paid.

Question 4: How can I keep up with my employment and education history? Show a resume with information and introduce idea of writing information down so you can refer to it while filling out an application. Ask participants where would you keep this information so you would have it handy? (Answers will vary.) You may suggest taking a picture or sending information to phone email to have it handy. REMIND participants that **PHONES CONTAINING PERSONAL INFORMATION NEED TO REMAIN LOCKED AND SECURED. THERE IS A RISK TO WRITING A SOCIAL SECURITY NUMBER ON A RESUME OR STORING THE INFO IN YOUR PHONE.** Participants may wish to discuss if writing the SS# on an application is wise.

CONCLUSION

7. **SAY:** *"We have reviewed basic applications and how to find needed information. Does everyone feel comfortable with what we have reviewed? Let's return to our **I can** statements. Please give me a thumbs up if you agree with the statement or a thumbs down if you do not."* Re-read the **I can** statements to check for understanding.

SAY: *"In addition we have more resources for you."* <https://tinyurl.com/jobapp11>

This final resource in your list of online resources will help you prepare for more advanced applications. Project and scroll through the page noting applications may also ask for specific skills, certifications, writing samples, references, and resumes with cover letters. Explain this resource will help them prepare for these situations. Also suggest the NCWorks Centers as a means of support when filling out applications. You also choose to share a more detailed application which can be found in the resource link above or have participants fill out the more advanced a application for practice.

8. **SAY:** We would also like your formal feedback on this session. Please complete the following short survey so we can better serve you. Share the link for participants below. Thank you for participating today.

Ask participants to complete this brief evaluation:

<https://conta.cc/3Cx9sSO>

RESOURCES

From THE BALANCE website of professionals:

- <https://www.thebalancecareers.com/information-required-to-complete-a-job-application-2061573>

Web sources include:

- <https://www.ssa.gov/>
- <https://www.dmv.com/nc/north-carolina/renew-replace-id->
- <https://www.whitepages.com/>

LESSON CONTRIBUTOR

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(Retired)

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Chronological Resume Sample

Sally M. Sample

1001 Ram Road Fort Collins, CO 80525
(970) 555-1234 sallysample@colostate.edu

Summary of Qualifications

- Three years experience in retail management, with specialty in purchasing and floor display design.
- Utilized strong communication skills in a variety of professional settings.
- Enthusiastic dedication to excellent customer service.

Education

2000-2002 **MA Speech Communications**
Colorado State University, Fort Collins, CO
GPA 3.6/4.0

1995-1999 **BA Anthropology**, December 1999
Arkansas State University, Jonesboro, AR
GPA 3.5/4.0
Dean's List

Professional Experience

2001-2002 **Assistant Office Manager**
Department of Speech Communications, Colorado State University, Fort Collins, CO

Managed departmental supplies budget, oversaw office purchasing and inventory, overhauled department-wide filing system, supervised part-time staff.

1999 **Intern**
Sharkey's Community Grocery Corporate Headquarters, Washington, DC
Assisted company publicist with writing press releases, designing weekly advertisements, and managing customer databases. Developed research methods for determining customer preference for shopping hours.

1997-1999 **Assistant Night Manager**
Sharkey's Community Grocery, Jonesboro, AR
Purchased, stocked and maintained dairy and ice-cream sections, oversaw point of purchase display construction, scheduled twenty part-time employees.

Skills

Computer Skills: Microsoft Word, Excel, Corel Draw, Paint shop Pro, QuickBooks, Oracle Small Business, basic HTML knowledge.

Special Skills: Thorough knowledge of MMORPG and single-player gaming systems, thorough knowledge of Internet applications.

Crew Application

Print Form

Date/Fecha

Name/Nombre

Address/Dirreccion

State/Estado

Zip/Codigo postal

SS Number/Numero de seguro social

Home Phone/Numero de telefono

Cell Phone/Numero de celular



7Bo of Central Florida
d.b.a Bojangles'
1350 City View Center
Oviedo, Florida
USA
32765
Phone: 407-588-2140
Fax: 407-588-2156
www.bojanglesflorida.com

Positions Applied for:

Hours Available to Work:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
To	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

☒ Full-Time ☐ part-time ☐ Full or part-time

When available to begin work?

I understand that specific hours or schedule is not guaranteed by 7Bo of Central Florida: ☐

Education

Type of School	Name of School and Complete Mailing Address	No. Years Completed	Major or Degree
High School	<input type="text"/>	<input type="text"/>	<input type="text"/>
College Bus. or Trade School	<input type="text"/>	<input type="text"/>	<input type="text"/>
Professional School	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you ever been convicted of a crime other than a speeding ticket?: ☐ yes ☐ no

If yes, please explain

Do you have a valid drivers license? ☐ yes ☐ no State of issue: Are you 18 years or older? ☐ yes ☐ no

Have you ever worked for a Bojangles? ☐ yes ☐ no

If yes, List when, what store, and supervisor:

Continue on the next page

Please complete the following information regarding your **employment history**, begin with last position. Please list all jobs. If additional space is needed, please attach a second page.

Date Started	Date Ended	Employer Name and Phone #	Positions/Duties	Supervisor	Wages	Reason For Leaving

To assist in assessing your candidacy, use the space provided to summarize any additional information necessary to describe your full qualifications. If you have a resume, please attach it to the application.

Please read the following before signing this application:
I verify that the information provided on this application is **true, complete and accurate**. I agree that 7Bo of Central Florida, LLC. may investigate all of the statements made on this application and that **any misrepresentation or omission is cause for dismissal**. I understand that no employee, manager or other agent of 7Bo of Central Florida, LLC. has any authority to enter into an agreement for employment for any specified period of time unless such agreement is in writing and signed by a Manager of the Company. I further understand that in the absence of such an agreement, employment can be terminated with or without cause by me at any time.

Signature

Date

7Bo of Central Florida

DRUG SCREENING CONSENT AND AUTHORIZATION
(ALL APPLICANTS MUST SIGN)

The Company strives to maintain a work environment that is safe and conducive to high work standards for its employees and others having business with the Company. As part of these commitments, the Company has adopted a drug-free workplace policy. Our goal will continue to be one of establishing a work environment that is free from the effects of substance abuse.

Pursuant to the goals, the Company requires that you, if you are a final, external applicant for the position for which you are applying, submit to a urinalysis for drugs and drug metabolites. The urinalysis will be conducted by an authorized testing facility and you must authorize the release of the urinalysis report result to the Company. These results will be used solely to evaluate your eligibility for employment with the company and will be kept confidential. Refusal to sign this authorization or to submit to the urinalysis will render you ineligible for further employment consideration.

Further, upon selection for employment by the Company, you hereby agree to comply with all terms of the Company's Substance Abuse and Drug Testing Policy (the Policy), specifically the following: **I will read the Policy which is available to me upon request. I agree to submit to drug testing according to the Company's policy. I understand that failure to comply with a drug testing request will lead to termination of employment. I understand that the policy may be amended at the Company's discretion. I hereby release the Company, its officers, employees and agents from any and all liability whatsoever as a result of taking drug tests and the transmitting and utilization of the results and opinions thereof.**

I, the undersigned, have read and understand this document and hereby authorize the release of the results of the urinalysis to the Company for the above stated purposes.

Signature

Date:

7Bo of Central Florida

Background Check Release
(All Applicants Must Sign)

I hereby authorize General Information Systems, Inc. (GIS) or Employment Screening, Inc. (ESI) to verify my present and previous employment information, including salary, performance, attendance, and warning notices. I further authorize GIS or ESI to perform a criminal record search.

I understand that GIS or ESI does not guarantee the accuracy or timeliness of the information obtained from other sources and that GIS or ESI shall not be liable for any inaccuracy in the information obtained from other sources, that is, included in the GIS or ESI report.

Further, I authorize my current and former employers, as well as appropriate agencies, to provide such information to GIS or ESI. I hereby release and hold harmless GIS or ESI on account of its collection of such information in connection with my GIS or ESI report and acknowledge that GIS or ESI does not participate in any decisions concerning my employment.

Signature

Date: