

Teacher/Trainer Notes

Part 2: Apply

Module 9: Application forms and online application systems

Duration

Estimated time for learners to complete the module is approximately 50 minutes, but may vary depending on the group you are working with.

The presentation takes around 50 minutes including tasks and activities.

Aims

- To learn about applying for jobs using different application procedures
- To learn how to prepare for completing job application forms (downloadable and online)
- To learn how to complete job application forms

Learning intention

- I will learn about using different application procedures
- I will learn how to prepare for completing application forms (downloadable and online)
- I will complete an application form

Success criteria

- I can understand different application procedures
- I can understand what is involved in completing an application form to apply for a job (downloadable and online)
- I can complete an application form

Resources

- Students on iPads/tablets or ICT suite with internet access
- Smartboard if using PowerPoint presentation alongside module
- Planit website – www.planitplus.net
- The following resources available on Planit – Module 9: Application forms and online application systems, Application forms and online application systems PowerPoint presentation content and activities

Preparation

- Open the [Job Seeking Skills/Part 2/Module 9](#) section on planitplus.net
- Familiarise yourself with the content and activities
- Open the [Application forms and online application systems PowerPoint presentation](#) and edit Notes to suit your teaching style. Example text is there as a guide
- Check that students can open and use the Module 9 content
- If using the alternative approach below, print worksheets out before lesson
- If time is limited, students can complete activities in their own time

Presentation Module 9: Application forms and online application systems

Tasks and Activities

The presentation has been written to be taught alongside the module.

Tasks have been added to the presentations to make it interactive - learners will be asked questions as they go through the presentations.

Task 1	Slide 5	Example of teamwork skills
Task 2	Slide 6	Dos and Don'ts

Activities

The activities will be carried out within the presentation or can be completed after.

Activity 1 – Finding vacancies

[Activity 2](#) – Complete an interactive application form

Alternative approaches and follow on activities

- If you are completing this module as a paper-based exercise, print out [Activity 2 worksheet](#) before delivering it
- Activity 1 can be completed in students' own time when they have access to a computer and the internet

Reflect and review

- Review what has been learned and reinforce key points about how to prepare for and complete online applications and completing application forms

Career Management Skills

Self	I make positive career decisions
Strengths	I am aware of my skills, strengths and achievements
Horizons	I understand that there is a wide variety of learning and work opportunities that I can explore and are open to me I know how to find and evaluate information and support to help my career development I am creative and enterprising in the way I approach my career development I identify how my life, my work, my community and my society interact

Career Education Scotland

Senior Phase
I can confidently use the IT to search for jobs and apply online
I can use evidence from my learning experience to help me in the World of Work
I can use relevant evidence to complete application forms
I am aware of all aspects of typical recruitment processes and how best to prepare