Task Title: Completing Application Forms

OALCF Cover Sheet – Learner Copy

Learner Name:_____

Date Started (m/d/yyyy):_____

Date Completed (m/d/yyyy): _____

Successful Completion: Yes ☐   No ☐

Goal Path: Employment   ☐   Apprenticeship ☐

Secondary School ☐   Post Secondary   ☐   Independence ☐

Task Description: Complete applications for different purposes. Including college applications or employment applications.

Competency: A: Find and Use Information B: Communicate Ideas and Information D: Use Digital Technology

Task Groups: A1: Read continuous text A2: Interpret documents B2: Write continuous text B3: Complete and create documents D2: Use digital technology

Level Indicators:
- A1.2:   Read texts to locate and connect ideas and information
- A2.3:   Interpret somewhat complex documents to connect, evaluate and integrate information
- B2.2:   Write texts to explain and describe information and ideas
- B3.3a: Decide what, where and how to enter information in somewhat complex documents
- D.2:   Perform well-defined, multi-step digital tasks

Performance Descriptors: See chart on last page

Materials Required:

- Ontario's Human Rights Code card

- Application for Admission to Ontario Colleges

- Alternative - Any application for Employment

- Computer with internet access

- Pen and Paper

Learner Information

Applications are completed for many reasons in our daily lives. This task will help you understand the information needed and how to answer appropriately.

Work Sheet

Task 1: According to the Ontario Human Rights Commission, "it is not appropriate to include on application forms any questions that relate directly or indirectly to [certain] prohibited grounds of discrimination." Look at the "Ontario's Human Rights Code Card". List five of these grounds.

_____

_____

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_____

Task 2: Open an internet browser and enter the following website: www.ontariocolleges.ca

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Task 3: Scan the page and decide what to navigate to find out more about programs available at your local college.

Task 4: Decide on the program that you want to apply to after you have completed a college career preparation program.

Task 5: Using this same website, create a new account for a college application.

Alternative

Task 6: Complete an application for employment online

This task: Was successfully completed ☐   Needs to be tried again ☐

Learner Comments:

Instructor (print): _____   Learner Signature: _____

URLs

www.ontariocolleges.ca
The website for applying to colleges in Ontario.