



Task-based Activity Cover Sheet

Task Title: Complete a Job Application Form

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes___ No___	
Goal Path: Employment✓ Apprenticeship✓ Secondary School___ Post Secondary ___ Independence___	
Task Description: Complete a job application form	
Competency: B: Communicate Ideas and Information	Task Group(s): B3: Complete and Create Documents B2: Write Continuous Text
Level Indicators: B3.2a: Use layout to determine where to make entries in simple documents B2.2: Write longer texts to present information, ideas and opinions	
Performance Descriptors: see chart on last page or click here	
Links to skill building activities: see the last page or click here	
Materials Required: <ul style="list-style-type: none">• Copy of attached employment application• Pen/pencil	
ESKARGO: <ul style="list-style-type: none">• Uses layout to determine where to make entries• Begins to make some inferences to decide what information is needed, where and how to enter the information• Makes multiple entries using a limited range of vocabulary• Follows instructions on documents• Makes entries on simple forms and tables• Uses context cues and personal experience to gather meaning from the text• Scans text to locate simple information• Makes low-level inferences	
Attitudes: Practitioner, We encourage you to talk with the learner about attitudes required to complete this task set. The context of the task has to be considered when identifying attitudes. With your learner, please check one of the following: <input type="checkbox"/> Attitude is not important <input type="checkbox"/> Attitude is somewhat important <input type="checkbox"/> Attitude is very important	



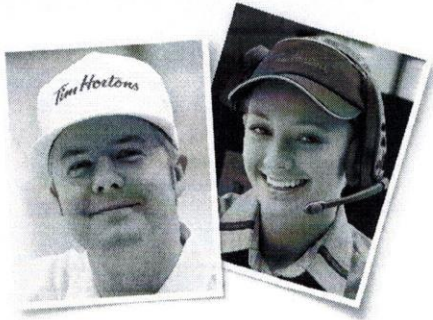
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Companies will often require applicants to complete job application forms. Look at the Tim Hortons Employment Application form.

Learner Information and Tasks:

Task 1: Complete the Tim Hortons' Employment Application form.

Note: You heard about this opportunity from your "Instructor". If you have never been to a Tim Horton's think about any fast food or coffee shop you have been to.



Tim Hortons®



EMPLOYMENT APPLICATION

Apply now or online at timhortons.com to join our team!

Date of application: _____ Date available to start: _____

How did you hear about this opportunity? _____

If you were referred, please give the name of the team member that referred you: _____

MY AVAILABILITY & JOB POSITION (PLEASE CHECK ALL THAT APPLY)										
POSITION	STATUS	MY HOURS OF AVAILABILITY								
<input type="checkbox"/> Team Member <input type="checkbox"/> Management	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
		FROM								
		TO								
Pay Expectations: _____		Preferred number of hours per week: _____								
TELL US ABOUT YOURSELF										
First name: _____		Last name: _____								
Street address: _____										
City: _____		Province: _____			Postal code: _____					
Home Phone #: (____) _____		Cell Phone #: (____) _____			Email: _____					
Are you legally eligible to work in Canada? YES <input type="checkbox"/> NO <input type="checkbox"/>										
MY EDUCATION AND ACTIVITIES										
Please specify highest level of education completed: _____										
What hobbies and/or activities are you involved in? _____										

Continued on reverse side....



It's who you are that makes us who we are.





MY EMPLOYMENT HISTORY

CURRENT/MOST RECENT EMPLOYER Can we contact this company? YES NO

Company: _____ Start date: _____ End date: _____

Supervisor name: _____ Phone #: (____) _____

Position/Duties: _____

Reason for leaving: _____ Starting pay: _____ Ending pay: _____

PREVIOUS EMPLOYER Can we contact this company? YES NO

Company: _____ Start date: _____ End date: _____

Supervisor name: _____ Phone #: (____) _____

Position/Duties: _____

Reason for leaving: _____ Starting pay: _____ Ending pay: _____

Have you ever worked for a Tim Hortons before? YES NO

If yes, which location(s)? _____ Restaurant #: _____

Position held: _____ Start date: _____ End date: _____

Why did you leave? _____

MY THOUGHTS ABOUT HOSPITALITY

What is important to you as a guest at Tim Hortons?

Making our guests happy is our number one priority. How would you help us make that happen?

MY REFERENCES

List any references not given above. Please do not list relatives.

NAME	OCCUPATION	RELATIONSHIP	PHONE NUMBER

Please exclude any reference to any organization which could indicate race, religion, marital status, age, colour, gender, ancestry, political beliefs, sexual orientation, place of origin, physical disability, mental disability or handicap.

The undersigned acknowledges that the foregoing statements and information fully and truthfully set forth the true and accurate personal information of the applicant as of the date hereof. The undersigned further acknowledges that for the purposes of determining the suitability of the undersigned for the position applied for, an investigation may be made with respect to relevant information. The undersigned hereby consents to Tim Hortons or its affiliates or agents collecting and retaining such information and conducting further investigations with respect to relevant information. The undersigned further consents to the updating of this information from time to time, as necessary.

SIGNATURE: _____ DATE: _____





Prepared for: Cementing Integration Project – QUILL Learning Network 2015

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Answer Key

Task 1: Answers will vary....check for accuracy and opinions



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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
B3.2a	<ul style="list-style-type: none"> uses layout to determine where to make entries 			
	<ul style="list-style-type: none"> begins to make some inferences to decide what information is needed, where and how to enter the information 			
	<ul style="list-style-type: none"> makes entries using a limited range of vocabulary 			
	<ul style="list-style-type: none"> follows instructions on documents 			
B2.2	<ul style="list-style-type: none"> writes texts to explain and describe 			
	<ul style="list-style-type: none"> conveys intended meaning on familiar topics for a limited range of purposes and audiences 			
	<ul style="list-style-type: none"> begins to sequence writing with some attention to organizing principles (e.g. time, importance) 			
	<ul style="list-style-type: none"> uses limited range of vocabulary and punctuation appropriate to the task 			
	<ul style="list-style-type: none"> begins to select words and tone appropriate to the task 			
	<ul style="list-style-type: none"> begins to organize writing to communicate effectively 			

This task: was successfully completed ___ needs to be tried again ___

Learner Comments

Instructor (print)

Learner Signature



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Skill Building Activities

Link to online resources:

- <http://www.gcflearnfree.org/jobsearch/jobapplications> (An online learning tutorial containing everything a learner needs to know about completing job applications – Gathering Personal Information + Obtaining References + Completing A Job Application; a short Quiz is included)
- <http://www.gcflearnfree.org/everydaylife/workskills/job-application> (A shorter interactive tutorial that allows learners to drag and drop personal information items onto a job application form, a good tool for lower-level visual learners)
- <http://www.bbc.co.uk/skillswise/topic/filling-out-a-form> (A series of online tutorials that focus on building skills necessary for filling out forms, includes Factsheets and accompanying Worksheets at 3 different levels)
- <https://www.youtube.com/watch?v=wfODAYm2I84> (A Youtube video that covers the basics of filling out job applications)

LearningHUB online courses available:

- **Reading & Writing, Independent Study (assigned by practitioner following assessment):**
 - Document Use Level 1 Assignment 1 (“Reference and Technical Material 1 + Forms 1”);
 - Document Use Level 2 (“Reference and Technical Material 2 + Forms 2”);
 - Grammar, Spelling, Punctuation Assignments 1/2/3;
 - Writing Level 1 (“Grammar 1 + Mechanics 1+ Writing Skills and Strategies 1 + Notes and short Memos 1.
- **Live Classes (SABA) – Filling in Forms**

***To access LearningHUB courses**, learners must register for the LearningHUB e-Channel program by completing the registration form on their website and completing the course selection (page 2 of the registration form): https://www.learninghub.ca/get_registered.aspx

***To Access LearningHUB Course Catalogue:**

<http://www.learninghub.ca/Files/PDF-files/HUBcoursecatalogue,%20December%2023,%202014%20revision.pdf>