



**Task-based Activity Cover Sheet**

**Task Title:** Review Information on a Job Application

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b> Yes___ No___	
<b>Goal Path:</b> Employment <input checked="" type="checkbox"/> Apprenticeship___ Secondary School___ Post Secondary ___ Independence___	
<b>Task Description:</b> Review a Job Application to locate information	
<b>Competency:</b> A: Find and Use Information	<b>Task Group(s):</b> A2: Interpret Documents
<b>Level Indicators:</b> A2.2: Interpret simple documents to locate and connect information	
<b>Performance Descriptors:</b> see chart <a href="#">or click here.</a>	
<b>Links to skill building activities:</b> see the last pages <a href="#">or click here</a>	
<b>Materials Required:</b> <ul style="list-style-type: none"><li>• Pen or pencil</li><li>• Job application form (3 pages attached)</li></ul>	
<b>ESKARGO:</b> <ul style="list-style-type: none"><li>• Uses knowledge of vocabulary and sight words related to specific forms, tables, graphs, maps and flow charts to obtain meaning</li><li>• Uses layout to locate information</li><li>• Uses a variety of strategies to decode and determine the meaning of unfamiliar words</li><li>• Uses context cues and personal experience to gather meaning from a document</li><li>• Scans to locate specific information</li><li>• Skims to understand purpose and use of document</li><li>• Identifies basic parts of a form, table, simple graph and chart</li><li>• Uses understanding of kinds of forms, kinds of tables, kinds of graphs, kinds of maps and kinds of charts to help identify purpose</li><li>• Performs limited searches using one or two search criteria</li><li>• Locates multiple pieces of information in forms, tables, simple graphs, maps, flow charts</li></ul>	



## Prepared for: Cementing Integration Project – QUILL Learning Network 2015

- Makes connections between elements and parts of documents
- Identifies purpose and use of specific forms, tables, simple graphs
- Makes low-level inferences
- Begins to evaluate information

### **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:

- Attitude is not important       Attitude is somewhat important       Attitude is very important



**Task Title:** Review Information on a Job Application

**Learner Information and Tasks:**

When applying for jobs, it is usually necessary to complete an application form. Look at the Diversified Transportation Ltd. application for employment.

**Task 1:** What are the two (2) instructions the applicant needs to follow?

**Task 2:** If the applicant has a criminal conviction, what does that mean to the application?

**Task 3:** What three (3) factors are job requirements?

**Task 4:** What three (3) items will the applicant be requested to provide if they are given an interview?



Diversified Transportation Ltd. - Application for Employment

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# DIVERSIFIED

Transportation Ltd.

## APPLICATION FOR EMPLOYMENT

Instructions: 1. Please Print 2. Incomplete information could affect the evaluation of your application.

Position applied for:

Type of employment desired

Full-time  Part-time  Operator  Technician  Apprentice  Other

### Personal Data

Last name First name Initial Preferred name

Address (Street #, name) Apt. #

City/Town Province Postal Code

Telephone Number(s)	Area Code	Number	Do you have a valid driver's licence in good standing? <input type="radio"/> Yes <input type="radio"/> No Class:	How many penalty points do you currently have against your licence? Date [ ]-[ ]-[ ]-[ ]
Home:			An NSC Driver's Abstract, Insurance Claims History and a photocopy of your Driver's Licence will be requested if an interview is scheduled.	
Office:				
Cell:				

### Education

Name of secondary school	Highest grade or level completed	Type of certificate or diploma received	
Name of business, trade or technical school	Name of program	Length of program	Licence, certificate or diploma awarded <input type="radio"/> Yes <input type="radio"/> No
Name of community college	Name of program	Length of program	Licence, certificate or diploma awarded <input type="radio"/> Yes <input type="radio"/> No
Name of university	Name of program	Length of program	Licence, certificate or diploma awarded <input type="radio"/> Yes <input type="radio"/> No

### Other courses, workshops and seminars

Title Date Completed

### Professional qualifications, memberships and affiliations

### Present or Most Recent Employment

Position title	
Salary \$ <input type="radio"/> Hourly <input type="radio"/> Annually	Period of Employment From: To:



Diversified Transportation Ltd. - Application for Employment

	Month	Year	Month	Year	
Company name					Duties/Responsibilities
Address (street #, name)					
City/Town		Province	Postal Code		
Name of immediate supervisor					
Department					Reason for leaving
Telephone # Ext.					

**Previous Employment**

Position title					Duties/Responsibilities
Salary \$	<input type="radio"/> Hourly <input type="radio"/> Annually	From:	To:		
		Month	Year	Month	
Company name					
Address (street #, name)					Reason for leaving
City/Town		Province	Postal Code		
Name of immediate supervisor					
Department					
Telephone # Ext.					

**Previous Employment**

Position title					Duties/Responsibilities
Salary \$	<input type="radio"/> Hourly <input type="radio"/> Annually	From:	To:		
		Month	Year	Month	
Company name					
Address (street #, name)					Reason for leaving
City/Town		Province	Postal Code		
Name of immediate supervisor					
Department					



Diversified Transportation Ltd. - Application for Employment

Telephone #

Ext.

Reason for leaving

**Additional Information**

Use this space if you wish to record any additional information pertinent to the job applied for, not covered in the previous sections.

*NOTE: Because some of the factors are job requirements (e.g. valid driver's licence, professional licence, and entitlement to employment), disqualification of same or change in status may result in re-assignment or termination of employment.*

1. At which accredited Driver's School did you complete your driver's training and in which year?

Name and location of Driving School

Year of completion

2. Do you have an immediate family member working for Diversified Transportation Ltd.?  No  Yes

3. Have you worked for or been interviewed by Diversified Transportation Ltd. before?  Yes  No

4. Are you eligible to work in Canada?  No  Yes

5. You will need your own reliable vehicle to get to and from the bus depot each day. Do you have your own transportation?  Yes  No

6. Have you attached your resume to this application?  No  Yes

7. How did you hear about the employment openings with Diversified Transportation? Please check appropriate box.

Word of mouth  Employee Referral  Internet (Job Bank)  Kijiji

Recruitment Fair  Diversified Website  Advertisement  Other (Please specify)

8. Do you have a conviction for a criminal offence for which a pardon has not been granted?

No  Yes - specify:

NOTE \*\*A Criminal conviction does not necessarily disqualify you from the position.

Information requested in this application is treated confidentially.

I hereby declare that the foregoing information is true and complete to my knowledge. I understand that only applicants moving forward to the interview stage will be contacted and that a false statement may disqualify me from employment or cause my dismissal.

Please enter your full name

Date:

Pursuant to Section 39(2) of the Freedom of Information and Protection of Privacy Act, you are hereby notified that personal information relating to you is being collected for the purpose of human resources staffing. In the event that you are not selected this application and all personal information collected by Diversified Transportation Ltd. will be destroyed.

Submit



**Task Title:** Review Information on a Job Application

**Answer Key**

**Task 1:** What are the two (2) instructions the applicant needs to follow?

- 1) Please Print**
- 2) Incomplete information could affect the evaluation of your application**

**Task 2:** Will a criminal conviction disqualify an applicant from obtaining employment?

**A criminal conviction does not necessarily disqualify you from the position**

**Task 3:** What three (3) factors are job requirements?

**Under the “NOTE” on page 3 – valid driver’s licence, professional licence, entitlement to employment)**

**Task 4:** What three (3) items will the applicant be requested to provide if they are given an interview?

**NSC Driver’s Abstract, Insurance Claims History, photocopy of Driver’s Licence**



**Task Title:** Review Information on a Job Application

Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	<ul style="list-style-type: none"> <li>performs limited searches using one or two search criteria</li> </ul>			
	<ul style="list-style-type: none"> <li>extracts information from tables and forms</li> </ul>			
	<ul style="list-style-type: none"> <li>uses layout to locate information</li> </ul>			
	<ul style="list-style-type: none"> <li>makes connections between parts of documents</li> </ul>			
	<ul style="list-style-type: none"> <li>makes low-level inferences</li> </ul>			
	<ul style="list-style-type: none"> <li>begins to identify sources and evaluate information</li> </ul>			

**This task:** was successfully completed \_\_\_ needs to be tried again \_\_\_

<b>Learner Comments</b>

\_\_\_\_\_  
Instructor (print)

\_\_\_\_\_  
Learner Signature





## Skill Building Activities

### Links to online resources:

#### Practice Job Applications

[http://www.experienceworks.org/site/PageServer?pagename=Practice\\_Online\\_application](http://www.experienceworks.org/site/PageServer?pagename=Practice_Online_application)

<http://www.gcflearnfree.org/edlall/job-application>

#### Finding Unfamiliar Words

[www.dictionary.com](http://www.dictionary.com)

#### Job Application Guide

<http://jobsearch.about.com/od/jobapplications/a/jobapplicationguide.htm>

### LearningHUB online courses available:

- **Reading & Writing, Independent Study** (assigned by practitioner following assessment)
  - PLATO Reading Level 2; Basic Skills for the Real World
- **Essential Skills, Independent Study** (assigned by practitioner following assessment)
  - Job Skills for the Real World
- **Essential Skills, Independent Study Short Courses** (assigned by practitioner following assessment)
  - Improving Your Job Skills
- **Live Classes (SABA)** – Filling in Forms; On the Job Thinking Skills

**\*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](https://www.learninghub.ca/get_registered.aspx)

#### **\*To Access LearningHUB Course Catalogue:**

<http://www.learninghub.ca/Files/PDF-files/HUBcoursecatalogue,%20December%202023,%202014%20revision.pdf>