

Lesson plan

Completing apprenticeship and job application forms

40
Minutes

16-18
Age

KS5:L5/L6
PSHE

Learning outcome(s)

By the end of the lesson students will:

- Understand why employers use application forms
- Summarise what basic details employers seek on their application forms
- Arrange employer requirements to help structure their application answers

Summary of the lesson

This lesson teaches students why employers use application forms, and equips them with the skills to complete them effectively. Students will unpick job/apprenticeship job descriptions to understand what skills they require, and how to use this information to improve their own applications. Writing supporting statements will also be discussed.

Classroom requirements

- Interactive whiteboard
- Accompanying PowerPoint slides
- Paper and pen between two students

Suitable for students aged

16-18

Time required to complete tasks

40 mins max

Gatsby Benchmarks covered



Area of learning in CDI Careers Framework

Handling applications and selection

Programme of Study for PSHE Education

KS5:L5 and L6

Skills Builder Universal Framework



Lesson activities

1. Why employers use application forms

Give a brief description as to what an application form is, using PowerPoint Slide 2. Use PowerPoint Slide 3, and asks students to get into twos to spend 5 minutes discussing the steps they could take to fulfil the bullet points on the slide. How would they...?

- Research the employer thoroughly - look on their website, read their annual statement or 5-year plan, check their social media pages, read about them in the news, ask people who work for them
- Understand the role fully - read the job description a few times, look for similar roles online if more detail is needed, speak to people doing the job, conduct online research on websites such as the National Careers Service and Prospects.ac.uk, watch career videos
- Decide on your skills - think about any employment, volunteering, work experience, Duke of Edinburgh or positions of responsibility they have and consider what skills they have used. More detail on this later in the lesson
- Draft your answers to questions - use a Word document or similar to draft their answer to questions, and keep these for future applications, think about each question carefully, use the STAR technique for concise writing, more detail later in the lesson
- Plan their time - it can take a full day to write a very good application, plan their time with a diary or schedule
- Check spelling and grammar - using checkers, but also running your writing past careers advisers, teachers, parents or friends
- Apply before the closing date - make a note of the closing date so they apply on time and plan their time better

Ask for feedback from a few groups.

**Time
Required**

**10
Min**

Resources

PowerPoint Slides 2 and 3

Paper and pen between two students

2. Basic details

Go through the basic elements of an application form using PowerPoint Slide 4 for support, giving advice about checking the details are correct and spelt right.

**Time
Required**

**5
Min**

Resources

PowerPoint Slide 4



3. Skills

Talk through the basics of writing a good competency based application form answer. Use the example on PowerPoint Slide 5.

For the task on PowerPoint Slide 6, give students 10 minutes to think of an example in their pairs and write down their answer. Ask the class to name what they found the most difficult element of doing this.

**Time
Required**

**15
Min**

Resources

PowerPoint Slides 5 and 6

Paper and pen between two students

4. Supporting statement

Talk through what a supporting statement is, and explain what should be included in one, using PowerPoint Slide 7.

Explain how a student would look at a job description and identify required skills, and how to decide on the two or three skills the student should provide examples for in their supporting statement. Explain that the STAR technique can be used to structure these examples in a supporting statement.

On PowerPoint Slide 8, read the supporting statement out and encourage the students to critique it.

**Time
Required**

**10
Min**

Resources

PowerPoint Slides 7 and 8

Differentiation

Some students may have difficulties in identifying where they have used the skills required by some jobs.



Extension activities

For homework, students should be encouraged to look for a job they like the sound of, and to identify skills from the job description. Using this preparation, they should write a supporting statement to apply for the position, including their motivation for the role, and for the employer, with two examples of where they meet the skill requirements, using the STAR technique.

Students with a Morrisby account can add one of these activities or an alternative goal to their Morrisby Action Plan.

