

# INTRODUCTION

## EL CIVICS EMPLOYMENT UNIT

### Beginning Level

**This guide will take you through the Employment Objective 33.** The objective is to: *“Identify and access employment and training resources needed to apply for a job.”*

**There are three tasks for this assessment. Note: Beginning Low students are only required to complete Task 1, but can complete Task 2 if they wish. If they do Task 2, they will be scored according to the Beginning High guidelines.**

**In Task 1, students will research employment openings in fields related to job interests by using resources such as “help wanted” ads or the Internet, and students will create a list of 3 job openings each of which includes 4 key elements.**

There are several teaching activities to achieve the objective. These are suggestions only and can be adapted to meet your students’ specific needs.

Page 4: The first page of Task 1 contains a suggested list of activities and materials.

Page 5: **What is Your Job?** This is a communicative activity to learn about students’ jobs.

Pages 6-10: **Want Ad Abbreviations, Want Ad Practice, and Want Ad Practice Chart.** These pages have Want Ad abbreviations and practice activities.

Page 11: **Task 1 Assessment Chart.** Students create a list of 3 job openings which includes 4 key elements for each job.

Page 12: **Employment Rubric: Task 1.** The task is worth 15 points. The student score will be added to Task 2 and Task 3 for the final score.

**In Task 2, students will complete a job application.**

Page 13: This page contains a suggested list of activities and materials for Task 2.

Pages 14-15: **Reference Sheet.** Students complete a reference sheet, which includes previous job information and references. This sheet may be used during the assessment to help students complete the job application.

Page 16: **Practice Job Application.** Students may also use the practice job application from *English in Action 1*, p. 131. For further practice, instructors can use their own sample applications or samples brought in by students.

Page 17: **Application Checklist.** For peer or self-review, use the application checklist. This can be done with partners, small groups, or as a final review when students are completing their job application.

Page 18: **Task 2 Assessment: Application for Employment.**

Page 19: **Employment Rubric: Task 2. The task is worth 12 points.**

**In Task 3, students will give an oral report on the training or educational pathway of their choice. Beginning Low students do not complete Task 3.**

Page 20: The first page of Task 3 contains a suggested list of activities and materials.

Pages 21-22: **VESL Flyer Information Gap Activity.** Students are given an opportunity to look at a section of the flyer for the non-credit VESL class. Each partner (A and B) supplies missing information to the other.

Pages 23-24: **Educational Goals.** This handout helps students capture information about their own educational goals and prepare for the presentation.

Page 25: **Sample Educational Goal Presentation.**

Page 26: **Task 3 Assessment Directions.**

Page 27: **Task 3 Rubric.** The task is worth 12 points. The student's score will be added to Task 1 and Task 2 for the final score.

Page 28: **Employment Rubric: Final Score** (Tasks 1, 2, and 3) The total points for this objective are 39 points.

**Instructors note total points for your level. At the beginning level, students need to score:**

**LB: 6**

**HB: 19**

**This number needs to be explained to your students. The score a student receives on Task 1 will be added to Tasks 2 and 3 for the final score. For this objective, if a High Beginning student scores 10 on Task 1 and 4 on Task 2, they only need to score 5 points on Task 3 to pass the objective.**

**Note: If you decide to have your Beginning Low students complete the job application, they will need a score of 19 to pass (same as High Beginning).**

REMINDER - The activities in this packet are meant to be suggestions for your use on completing the objectives. These additional assessments are not meant to be "additional work for you and your students." They are to be incorporated into your regular classroom activities.

# EMPLOYMENT OBJECTIVE:

## Task 1

**Identify and access employment and training resources needed to apply for a job.**

**Level: Beginning**

| Task 1                                                                                                                                                                                                                                                                                                                                                                                             | Materials                                                                                                                                                                                                                                           | Suggested Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Students will research employment openings in fields related to job interests by using resources such as “help wanted” ads or the internet, and students will create a list of 3 job openings each of which include 4 elements such as</p> <ol style="list-style-type: none"> <li>1. Type of job</li> <li>2. Qualifications</li> <li>3. Experience required</li> <li>4. How to apply</li> </ol> | <ol style="list-style-type: none"> <li>1. What is Your Job?</li> <li>2. Want Ad Abbreviations</li> <li>3. Want Ad Abbreviations Answer Key</li> <li>4. Practice Want Ads</li> <li>5. Want Ad Chart</li> <li>6. Employment Rubric: Task 1</li> </ol> | <ol style="list-style-type: none"> <li>1. Review job titles (this can be done with pictures, drawings on the board, etc.)</li> <li>2. Ask students “What is your job?” Write results on the board. (Optional: have students rank jobs on the board from their least to most favorite and compare answers.)</li> <li>3. Practice questions by using <b>What is Your Job? Handout</b> (There are two handouts on each page).</li> <li>4. Practice <b>Want Ad Abbreviations</b>.</li> <li>5. Look at <b>Practice Want Ads</b>. Have Ss answer questions and then complete the <b>Want Ad Practice Chart</b>.</li> <li>6. Have Ss look at local want ads or on the internet for jobs they would be interested in.</li> <li>7. Review <b>Employment Rubric: Task 1</b> so that Ss understand the requirements. Be sure students fill out the chart completely. If for example, a job doesn’t require any experience or the ad doesn’t say, they should write “none.”</li> <li>8. Direct Ss to complete the <b>Want Ad Chart</b>.</li> </ol> |

# WHAT IS YOUR JOB?

Answer these questions about your job.

1. What is your job? I am a \_\_\_\_\_.
2. Where do you work? I work at a \_\_\_\_\_.

Ask other students about their jobs.

| Name | What is your job? | Where do you work? |
|------|-------------------|--------------------|
|      |                   |                    |
|      |                   |                    |
|      |                   |                    |
|      |                   |                    |
|      |                   |                    |
|      |                   |                    |

# WHAT IS YOUR JOB?

Answer these questions about your job.

1. What is your job? I am a \_\_\_\_\_.
2. Where do you work? I work at a \_\_\_\_\_.

Ask other students about their jobs.

| Name | What is your job? | Where do you work? |
|------|-------------------|--------------------|
|      |                   |                    |
|      |                   |                    |
|      |                   |                    |
|      |                   |                    |
|      |                   |                    |
|      |                   |                    |

# Want Ad Abbreviations

Match the abbreviations with their correct descriptions.

|         | <b>Abbreviation</b> |           | <b>Actual Word</b> |
|---------|---------------------|-----------|--------------------|
| 1. ___  | Appt                | <b>A.</b> | weekend            |
| 2. ___  | Asst                | <b>B.</b> | part-time          |
| 3. ___  | Avail               | <b>C.</b> | salary             |
| 4. ___  | Dept                | <b>D.</b> | per hour           |
| 5. ___  | Diplma              | <b>E.</b> | evenings           |
| 6. ___  | Educ                | <b>F.</b> | immediately        |
| 7. ___  | Yr                  | <b>G.</b> | experience         |
| 8. ___  | Eves                | <b>H.</b> | required           |
| 9. ___  | Exp                 | <b>I.</b> | available          |
| 10. ___ | Min                 | <b>J.</b> | appointment        |
| 11. ___ | Morn                | <b>K.</b> | morning(s)         |
| 12. ___ | Nec                 | <b>L.</b> | high school        |
| 13. ___ | opp                 | <b>M.</b> | diploma            |
| 14. ___ | PT                  | <b>N.</b> | necessary          |
| 15. ___ | Req'd or Req        | <b>O.</b> | opportunity        |
| 16. ___ | Sal                 | <b>P.</b> | assistant          |
| 17. ___ | FT                  | <b>Q.</b> | full-time          |
| 18. ___ | Immed               | <b>R.</b> | minimum            |
| 19. ___ | Wknd                | <b>S.</b> | department         |
| 20. ___ | H.S.                | <b>T.</b> | year               |
| 21. ___ | /hr                 | <b>U.</b> | education          |

# Want Ad Abbreviations Answer Key

Match the abbreviations with their correct descriptions.

|         | <b>Abbreviation</b> |           | <b>Actual Word</b> |
|---------|---------------------|-----------|--------------------|
| 1. _J_  | Appt                | <b>A.</b> | weekend            |
| 2. _P_  | Asst                | <b>B.</b> | part-time          |
| 3. _I_  | Avail               | <b>C.</b> | salary             |
| 4. _S_  | Dept                | <b>D.</b> | per hour           |
| 5. _M_  | Diplma              | <b>E.</b> | evenings           |
| 6. _U_  | Educ                | <b>F.</b> | immediately        |
| 7. _T_  | Yr                  | <b>G.</b> | experience         |
| 8. _E_  | Eves                | <b>H.</b> | required           |
| 9. _G_  | Exp                 | <b>I.</b> | available          |
| 10. _R_ | Min                 | <b>J.</b> | appointment        |
| 11. _K_ | Morn                | <b>K.</b> | morning(s)         |
| 12. _N_ | Nec                 | <b>L.</b> | high school        |
| 13. _O_ | opp                 | <b>M.</b> | diploma            |
| 14. _B_ | PT                  | <b>N.</b> | necessary          |
| 15. _H_ | Req'd or Req        | <b>O.</b> | opportunity        |
| 16. _C_ | Sal                 | <b>P.</b> | assistant          |
| 17. _Q_ | FT                  | <b>Q.</b> | full-time          |
| 18. _F_ | Immed               | <b>R.</b> | minimum            |
| 19. _A_ | Wknd                | <b>S.</b> | department         |
| 20. _L_ | H.S.                | <b>T.</b> | year               |
| 21. _D_ | /hr                 | <b>U.</b> | education          |

# Want Ad Practice

Read the want ads below. There are several abbreviations. Write the abbreviations on the line next to the words. The first one is done for you.

|                                                                                                                                                                                                        |                                                                                                                                        |                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>CUSTOMER SERVICE – F/T, Mon-Fri, \$9/hr. 2 yrs exp req'd. Know how to answer phones and help customers. Call (858) 555-2323 or apply at <a href="http://www.customer.com">www.customer.com</a>.</p> | <p>ASSEMBLY – F/T, all shifts. No exp. nec. Pay starting at \$7-8. Apply in person 11 a.m.-3 p.m. at 1250 Orange Drive, Oceanside.</p> | <p>CHILDCARE – Local daycare seeks P/T child care workers, Mon-Wed morn. Help with children. At least 1 yr exp. Call (760) 555-4321 for application.</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|

|                        |                    |                     |
|------------------------|--------------------|---------------------|
| 1. part-time ___P/T___ | 4. full-time _____ | 7. experience _____ |
| 2. required _____      | 5. years _____     | 8. Monday _____     |
| 3. per hour _____      | 6. necessary _____ | 9. mornings _____   |

Circle the correct answer.

- |                                                                    |     |    |
|--------------------------------------------------------------------|-----|----|
| 1. Do you need experience for the customer service job?            | Yes | No |
| 2. Is the childcare job full-time?                                 | Yes | No |
| 3. Does the assembly job pay \$10 an hour?                         | Yes | No |
| 4. Is the customer service job on Saturdays?                       | Yes | No |
| 5. Do you apply for the assembly job after 5:00?                   | Yes | No |
| 6. Is the child care worker job on Monday, Tuesday, and Wednesday? | Yes | No |
| 7. Can you apply at a website for the childcare job?               | Yes | No |



## Want Ad Practice Chart

Look at the practice want ads. Write the information about each job on the chart. The first one is done for you.

| Type of Job         | Job Skills Needed                           | Experience         | How to Apply                                                                        |
|---------------------|---------------------------------------------|--------------------|-------------------------------------------------------------------------------------|
| 1. Customer Service | Know how to _____ phones and help customers | _____ years        | Call (858) _____ or apply at <a href="http://www.customer.com">www.customer.com</a> |
| 2. Assembly         | none                                        | No _____ necessary | Apply in _____ 11:00 a.m.-3:00 p.m. at 1250 Orange Drive, _____                     |
| 3. _____            | Help with _____                             | _____ year         | Call (760) 555-4321 for _____.                                                      |

# Want Ad Practice Chart Answer Key

Look at the practice want ads. Write the information about each job on the chart. Include all the details.

| Type of Job         | Job Skills needed                            | Experience              | How to apply                                                                           |
|---------------------|----------------------------------------------|-------------------------|----------------------------------------------------------------------------------------|
| 1. Customer Service | Know how to answer phones and help customers | 2 years                 | Call (858) 555-2323 or apply at <a href="http://www.customer.com">www.customer.com</a> |
| 2. Assembly         | none                                         | No experience necessary | Apply in person 11:00 a.m.-3:00 p.m. at 1250 Orange Drive, Oceanside                   |
| 3. Childcare        | Help with children                           | 1 year                  | Call (760) 555-4321 for application                                                    |

# Task 1 Assessment Chart

Look for 3 jobs you like. Write the job information on the chart. Include all the details.

| Type of Job | Job Skills Needed | Experience | How to Apply |
|-------------|-------------------|------------|--------------|
| 1.          |                   |            |              |
| 2.          |                   |            |              |
| 3.          |                   |            |              |

# Employment Rubric Task 1

Students will research 3 job openings and complete a chart describing 4 key elements of each job.

Use the rubric below to score each job listing. Each listing is worth 5 points, for a total of 15 points.

| Scoring Rubric                                                                                                                                                                                | Points |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Each job listing related to job interests that include 4 required elements of the job correctly and clearly stated with no more than 1-2 errors in grammar and spelling.                      | 5      |
| Each job listing related to job interests that include 3 required elements of the job correctly and clearly stated with no more than 1-2 errors in grammar and spelling. (BL responds orally) | 4      |
| Each job listing related to job interests that include 2 required elements of the job correctly and clearly stated with no more than 1-2 errors in grammar and spelling. (BL responds orally) | 3      |
| Each job listing related to job interests that includes 1 required element of the job correctly and clearly stated with no more than 1-2 errors in grammar and spelling. (BL responds orally) | 2      |
| Each job listing not related or in which required elements are missing or they are not correctly or clearly stated.                                                                           | 0      |

### Job Listing

|          |   |   |   |   |   |
|----------|---|---|---|---|---|
| 1. _____ | 0 | 2 | 3 | 4 | 5 |
| 2. _____ | 0 | 2 | 3 | 4 | 5 |
| 3. _____ | 0 | 2 | 3 | 4 | 5 |

**Total Score:** \_\_\_\_\_

## EMPLOYMENT OBJECTIVE: Task 2

**Identify and access employment and training resources needed to apply for a job.**

**Level: High Beginning**

| Task 2                                                                                                                                                                                                                                                                                                                                                                                                                               | Materials                                                                                                                                                                                                        | Suggested Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Ss will complete a job application.</p> <p>Beginning students will complete 2 sections :</p> <ul style="list-style-type: none"> <li>• Personal information</li> <li>• References</li> </ul> <p>They will also sign and date the application.</p> <p>Note: Beginning Low students can complete Task 2 if they wish. Their applications will be scored according to Beginning High guidelines (19 points to pass instead of 6).</p> | <ol style="list-style-type: none"> <li>1. Reference Sheet</li> <li>2. Practice Application</li> <li>3. Employment Rubric: Task 2</li> <li>4. Application Checklist</li> <li>5. Assessment Application</li> </ol> | <ol style="list-style-type: none"> <li>1. Have Ss complete <b>Reference Sheet</b> with personal and previous job information.</li> <li>2. Demonstrate how to complete an application using the <b>Practice Application</b>.</li> </ol> <ul style="list-style-type: none"> <li>• Review <b>Employment Rubric: Task 2</b> so that Ss understand the requirements.</li> <li>• Complete <b>Practice Application</b>. Direct Ss to use the <b>Application Checklist</b> to review their own applications (and/or trade with partners for a peer review.)</li> <li>• Have Ss complete <b>Assessment Application</b>.</li> </ul> |

# REFERENCE SHEET

## My References

1. Name: \_\_\_\_\_  
                    Last                                      First                                      MI  
Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_ Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

2. Name: \_\_\_\_\_  
                    Last                                      First                                      MI  
Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_ Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

3. Name: \_\_\_\_\_  
                    Last                                      First                                      MI  
Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_ Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

# REFERENCES CONT.

## My Employers

1. Name: \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_ Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

Dates worked \_\_\_\_\_

2. Name: \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_ Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

Dates worked \_\_\_\_\_

3. Name: \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_ Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

Dates worked \_\_\_\_\_

# PRACTICE JOB APPLICATION

## Personal Information

|               |          |            |           |
|---------------|----------|------------|-----------|
| Name: _____   |          |            |           |
| Last name     |          | First name |           |
| Address _____ |          |            |           |
| Number        | Street   |            | City      |
| _____         | (        | )          | _____     |
| State         | Zip code |            | Telephone |

## Recent Jobs

|                                                |           |          |
|------------------------------------------------|-----------|----------|
| Job experience                                 | Yes _____ | No _____ |
| 1. What was your job? _____ Dates Worked _____ |           |          |
| Where did you work? _____                      |           |          |
| Number                                         | Street    | City     |
| 2. What was your job? _____ Dates Worked _____ |           |          |
| Where did you work? _____                      |           |          |
| Number                                         | Street    | City     |

## References

|                |   |            |           |
|----------------|---|------------|-----------|
| 1. Name: _____ |   |            |           |
| Last Name      |   | First Name |           |
| _____          | ( | )          | _____     |
| City           |   |            | Telephone |
| 2. Name: _____ |   |            |           |
| Last Name      |   | First Name |           |
| _____          | ( | )          | _____     |
| City           |   |            | Telephone |

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# APPLICATION CHECKLIST

Circle yes or no to answer each question below.

|                                |     |    |
|--------------------------------|-----|----|
| 1. I used a blue or black pen. | Yes | No |
| 2. I used my Reference Sheet.  | Yes | No |
| 3. I wrote clearly and neatly. | Yes | No |
| 4. I answered every question.  | Yes | No |
| 5. I checked the spelling.     | Yes | No |
| 6. I signed my name.           | Yes | No |

## Employment Assessment: Task 2

| PERSONAL INFORMATION                                                                                                            |                |                            |                                                             |                                    |
|---------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------------|-------------------------------------------------------------|------------------------------------|
| Date: _____ Social Security Number: _____ <u>XXX-XX-XXXX</u> _____                                                              |                |                            |                                                             |                                    |
| Name: _____                                                                                                                     |                |                            |                                                             |                                    |
| Last                                                                                                                            | First          | MI                         |                                                             |                                    |
| Present Address: _____                                                                                                          |                |                            |                                                             |                                    |
| Street                                                                                                                          | City           | State                      | Zip Code                                                    |                                    |
| Permanent Address: _____                                                                                                        |                |                            |                                                             |                                    |
| Street                                                                                                                          | City           | State                      | Zip Code                                                    |                                    |
| Home Phone: _____ Business/Message Phone: _____                                                                                 |                |                            |                                                             |                                    |
| State name and department of any relative, other than spouse, already employed by this company: _____                           |                |                            |                                                             |                                    |
| Referred by: _____                                                                                                              |                |                            |                                                             |                                    |
| EMPLOYMENT DESIRED                                                                                                              |                |                            |                                                             |                                    |
| Position: _____                                                                                                                 |                | Date You Can Start: _____  |                                                             | Salary Desired: _____              |
| Are you employed now? _____                                                                                                     |                |                            |                                                             |                                    |
| If, so may we contact your present employer? _____                                                                              |                |                            |                                                             |                                    |
| Have you ever applied to this Company before? _____                                                                             |                |                            |                                                             |                                    |
| Where? _____                                                                                                                    |                | When? _____                |                                                             |                                    |
| CONVICTIONS: Have you ever been convicted of a felony? Yes _____ No _____                                                       |                |                            |                                                             |                                    |
| (If your answers is "YES" please list below circumstances, places and dates. A conviction will not necessarily disqualify you). |                |                            |                                                             |                                    |
| _____                                                                                                                           |                |                            |                                                             |                                    |
| EDUCATION                                                                                                                       |                |                            |                                                             |                                    |
|                                                                                                                                 | Name of School | Circle Last Year Completed | Did You Graduate?                                           | Subjects Studied/ Degrees Received |
| High School                                                                                                                     |                | 1 2 3 4                    | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                    |
| College                                                                                                                         |                | 1 2 3 4                    | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                    |
| <b>Trade or Business School</b>                                                                                                 |                | 1 2 3 4                    | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                    |

**WORK HISTORY :** List below last three employers, starting with the last one first

|               |                             |                                           |
|---------------|-----------------------------|-------------------------------------------|
| Dates (mo/yr) | Firm Name and Address       | Position Title and Description of Duties: |
| From: _____   | _____                       | _____                                     |
| To: _____     | _____                       | _____                                     |
|               | Telephone No. _____         | _____                                     |
| Salary: _____ | Immediate Supervisor: _____ | _____                                     |
|               | Reason for Leaving: _____   |                                           |

|               |                             |                                           |
|---------------|-----------------------------|-------------------------------------------|
| Dates (mo/yr) | Firm Name and Address       | Position Title and Description of Duties: |
| From: _____   | _____                       | _____                                     |
| To: _____     | _____                       | _____                                     |
|               | Telephone No. _____         | _____                                     |
| Salary: _____ | Immediate Supervisor: _____ | _____                                     |
|               | Reason for Leaving: _____   |                                           |

|               |                             |                                           |
|---------------|-----------------------------|-------------------------------------------|
| Dates (mo/yr) | Firm Name and Address       | Position Title and Description of Duties: |
| From: _____   | _____                       | _____                                     |
| To: _____     | _____                       | _____                                     |
|               | Telephone No. _____         | _____                                     |
| Salary: _____ | Immediate Supervisor: _____ | _____                                     |
|               | Reason for Leaving: _____   |                                           |

**REFERENCES:** Give the Names of Three Persons Not Related to You, Whom You Have Known at Least One Year.

| NAME | ADDRESS | PHONE | BUSINESS | HOW LONG? |
|------|---------|-------|----------|-----------|
|      |         |       |          |           |
|      |         |       |          |           |
|      |         |       |          |           |

|                        |                     |
|------------------------|---------------------|
| <b>Signature</b> _____ | <b>Date :</b> _____ |
|------------------------|---------------------|

# Employment Rubric

## Task 2: Complete a Job Application

| Scoring Rubric<br>Beginning High-Advanced                                                          | Points<br>(12 possible) |
|----------------------------------------------------------------------------------------------------|-------------------------|
| <b>Content</b>                                                                                     |                         |
| 90% complete and 90% correct.                                                                      | 10                      |
| 80% complete and 90% correct.                                                                      | 8                       |
| 70% complete and 90% correct.                                                                      | 6                       |
| 60% complete and 90% correct.                                                                      | 4                       |
| 50% complete and 90% correct.                                                                      | 2                       |
| Less than 50% and/or less than 90% correct, or form is incomprehensible, or task is not submitted. | 0                       |
| <b>Legibility, Neatness and Spelling</b>                                                           |                         |
| Neatness, legibility and 90% correct spelling.                                                     | 2                       |
| Lack of neatness, legibility, or less than 90% correct spelling.                                   | 0                       |

**Content:** \_\_\_\_\_  
**Legibility, Neatness, and Spelling:** \_\_\_\_\_  
**Total Score:** \_\_\_\_\_

## EMPLOYMENT OBJECTIVE: Task 3

**Identify and access employment and training resources needed to apply for a job.**

**Level: High Beginning only**

| Task 3                                                                                                                                                                                                                                                                                                                                                                                                     | Materials                                                                                                                                                                                                                                                              | Suggested Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Present an Oral Report</b></p> <p>After researching the training or educational pathway to the career of their choice, student will give an oral report. The report will be based on the answers to 4 questions such as:</p> <p>*What is the name of the program?</p> <p>*What do you need to apply for the program?</p> <p>* What is the application process?</p> <p>* How long is the program?</p> | <ol style="list-style-type: none"> <li>1. VESL Flyer</li> <li>2. Educational Goals Worksheet</li> <li>3. Career Plan</li> <li>4. Sample Educational Goal Presentation</li> <li>5. Task 3 Oral Presentation Directions</li> <li>6. Employment Rubric: Task 3</li> </ol> | <ol style="list-style-type: none"> <li>1. Discuss and research training needed for career goals. Use internet, want ads, training program catalogues, etc. Use the <b>VESL Flyer</b> examples to practice.</li> <li>2. Help Ss prepare for the oral report (presentation) on their training program. Review <b>Employment Rubric: Task 3</b> so they understand the requirements.</li> <li>3. Guide Ss in completing the <b>Educational Goals Worksheet</b> and the <b>Career Plan</b>.</li> <li>4. Demonstrate how to do a presentation using the <b>Sample Educational Goal Presentation</b>. Have Ss practice with a partner, then write own presentation.</li> <li>5. Practice presentations in small groups/partners.</li> <li>6. Have Ss prepare a poster to use as a visual aid in their presentation.</li> </ol> |

# VESL FLYER PARTNER A

Directions: Ask your partner for the missing information. Some questions you can ask are:

1. What is the name of the class?
2. What day is (days are) the class?
3. What time is the class?
4. Where is the class?
5. What level is the class?

| VESL Class        |                 |            |                            |
|-------------------|-----------------|------------|----------------------------|
| VESL CLASS HOURS  |                 |            |                            |
| DAYS              | TIMES           | ROOM #     | LEVEL                      |
| _____             | 12:00-3:00 P.M. | BUILDING C | _____                      |
| MONDAYS-THURSDAYS | 6:00-9:00 P.M.  | _____      | INTERMEDIATE /<br>ADVANCED |

In VESL, you can learn about these jobs:

- Automotive technology
  - Certified nursing assistant
  - Cosmetology
  - Customer service
- Landscaping
  - Office systems
  - Child development

# VESL FLYER PARTNER B

1. What is the name of the class?
2. What day is (days are) the class?
3. What time is the class?
4. Where is the class?
5. What level is the class?

| VESL Class        |                 |            |                            |
|-------------------|-----------------|------------|----------------------------|
| VESL CLASS HOURS  |                 |            |                            |
| DAYS              | TIMES           | ROOM #     | LEVEL                      |
| MONDAYS-THURSDAYS | 12:00-3:00 P.M. | _____      | INTERMEDIATE /<br>ADVANCED |
| _____             | _____           | BUILDING C | _____                      |

In VESL, you can learn about these jobs:

- Automotive technology
- Landscaping
- Certified nursing assistant
- Office systems
- Cosmetology
- Child development
- Customer service

# MIRACOSTA NONCREDIT ESL CAREER PLAN

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone (       ) \_\_\_\_\_

1. I am attending Noncredit ESL classes to . . .

- |                                  |                                             |
|----------------------------------|---------------------------------------------|
| _____ Advance in my current job  | _____ Brush up on basic skills              |
| _____ Change my job/career       | _____ Prepare for college or other training |
| _____ Earn a high school diploma | _____ Personal growth                       |
| _____ Earn a GED                 | _____ Other _____                           |

2. \*My career goal is \_\_\_\_\_

3. What education do you need to enter this career? (check below)

- |                                |                                          |                                          |
|--------------------------------|------------------------------------------|------------------------------------------|
| _____ H.S. diploma/GED         | _____ Vocational<br>Training/certificate | _____ Other<br>_____                     |
| _____ 2 year college<br>degree | _____ 4 year college<br>degree           | _____ more than 4 year<br>college degree |

\*If you would like help with your career goals, see a counselor.



Name \_\_\_\_\_

Date \_\_\_\_\_

## EDUCATIONAL GOALS

|                                                        |  |
|--------------------------------------------------------|--|
| 1. What job would you like to have in the future?      |  |
| 2. What training do you need for this job?             |  |
| 3. Where can you get this training?                    |  |
| 4. What do you need to apply for the training program? |  |
| 5. How long does the program take?                     |  |
| 6. What other jobs can you do with this training?      |  |

Now you are going to give a presentation to explain your goals to your class. To help you, make a poster with all information you learned about the training program to help you reach your goals. Make sure to include all the information you wrote on this worksheet.

# Sample Educational Goal Presentation

Hello, my name is Helena Larses. I want a job in customer service. I want to take the VESL classes at Miracosta College. To be in the program, I need to speak intermediate English. The program is in the afternoons or evenings for nine weeks. The classes are free. Thank you.

## Can you answer the questions?

1. What is the name of the program? \_\_\_\_\_
2. What do you need to apply for the program?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. How long is the program? \_\_\_\_\_
4. What job(s) can you get after you finish the program?  
\_\_\_\_\_  
\_\_\_\_\_

# Employment Objective: Task 3 Presentation Guidelines

After researching the training or educational pathway to the career of their choice, students will give an oral report (presentation). The report will be based on the answers to 4 questions such as:

1. What is the name of the program?
2. What do you need to apply for the program?
3. How long does the program take?
4. What jobs can you get after finishing the program?

The oral reports will be scored according to content and language for a total of 12 points. Use the rubric to score the following:

**Content:** To receive the maximum number of points, the report must be accurate, complete, and level appropriate. All 4 questions should be answered.

**Content: 6 points**

**Language: 6 points**

**Total Points: 12**

# Employment Rubric: Task 3—Oral Report

## Employment Objective: Final Score

Score the oral report. Total points = 12 (Content: 6, Language: 6)

| Scoring Rubric                                                                                                                                                                                 | Points              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>Content</b>                                                                                                                                                                                 | <b>(6 possible)</b> |
| Report is correct, complete and level appropriate. All four questions are answered.                                                                                                            | 6                   |
| Report is correct, complete and level appropriate. Three questions are answered.                                                                                                               | 5                   |
| Report is correct level appropriate. Two questions are answered.                                                                                                                               | 4                   |
| Information has 1 or 2 topics, is not clearly presented, but meaning can be inferred.                                                                                                          | 3                   |
| Report is incorrect, no questions are answered or there is no report.                                                                                                                          | 0                   |
| <b>Language</b>                                                                                                                                                                                | <b>(6 possible)</b> |
| Learner speaks clearly but may have minor errors in pronunciation and grammar. Learner uses effective body language during the presentation and refers to a visual aid.                        | 6                   |
| Learner speaks with errors in pronunciation and grammar that do not interfere with meaning. Learner uses effective body language during the presentation, and refers to a relevant visual aid. | 5                   |
| Learner speaks with errors requiring inference to understand. Learner refers to a list of the information.                                                                                     | 4                   |
| Learner may not always be understood, but attempts to communicate by repeating or speaking more slowly.                                                                                        | 3                   |
| Learner's speech is incomprehensible or learner cannot be heard.                                                                                                                               | 0                   |

**Content Score:** \_\_\_\_\_  
**Language Score:** \_\_\_\_\_  
**Total Score:** \_\_\_\_\_

## Employment Objective: Final Score

|                                         |                           |
|-----------------------------------------|---------------------------|
| Student _____                           | Total Points Task 1 _____ |
| Class Level _____                       | Total Points Task 2 _____ |
| Date _____                              | Total Points Task 3 _____ |
| Circle One: <b>Pass</b> <b>Not Pass</b> | <b>Total Score</b> _____  |

Add the scores of Tasks 1, 2, and 3 together for the final score. Use the rating scale below to determine if a student has passed or not passed.

| Rating Scale                              |           |
|-------------------------------------------|-----------|
| <b>Total Points Possible (Tasks 1-3):</b> | <b>39</b> |
| <b>Advanced:</b>                          | <b>35</b> |
| <b>Intermediate High:</b>                 | <b>31</b> |
| <b>Intermediate Low:</b>                  | <b>26</b> |
| <b>Beginning High:</b>                    | <b>19</b> |
| <b>Beginning Low: (Task 1 only):</b>      | <b>6</b>  |