

**XLAN 1910**

Language for Work

**Module 3: Applying for a Job**

Student Workbook

Integrated Language and Workforce Training

Faculty of Foundational, Career, and Intercultural Studies

Integrated Language and Workforce Training

Module 3: Applying for a Job

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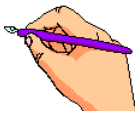


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# Module 3: Student Workbook

## Essential Skills Checklist

Essential Skills for Employment	I can't do this.	I can do this with help.	I can do this well on my own.
 <b>Reading</b>			
I can find information in a written text.			
I can judge the information I have read.			
I can follow written instructions.			
 <b>Document Use</b>			
I can read documents such as signs, labels, lists, and forms.			
I can fill out forms.			
 <b>Writing</b>			
I can write a short paragraph.			
I can write an email.			
 <b>Oral Communication</b>			
I can participate in a job interview.			
I can ask questions about a job opportunity.			
I can be polite at work.			
 <b>Thinking</b>			
I can make decisions about my career.			
I can set career goals for myself.			

Essential Skills for Employment	I can't do this.	I can do this with help.	I can do this well on my own.
 <b>Computer Use</b>			
I can use a keyboard and mouse efficiently.			
I can email documents as attachments.			
I can use the internet to help me find information on jobs and tips on employment.			
 <b>Continuous Learning</b>			
I can identify my skills and abilities.			
I can take feedback from others.			
 <b>Numeracy</b>			
I can identify wage/salary of a job from a job profile.			
I can read a work schedule.			
I can fill out a time sheet.			

## Needs Assessment

**Instructions:** Before you begin this module, answer the following questions:

1. Write three things you **know** about applying for a job in Alberta.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

2. Write three things you **want to know** about applying for a job in Alberta.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Adapted from KWL Chart (TRAN 1003, Employment Prep – Module 1)

## Task 1 and Task 2

APPLICATION FOR EMPLOYMENT									
Date of Application: _____					Date Available to Start: _____				
How did you hear of this opportunity? _____									
If you were referred, please give the name of the employee that referred you: _____									
MY AVAILABILITY & JOB POSITION (PLEASE CHECK ALL THAT APPLY)									
POSITION	STATUS	HOURS OF AVAILABILITY							
<input type="checkbox"/> Storefront <input type="checkbox"/> Production <input type="checkbox"/> Shift Supervisor <input type="checkbox"/> Assistant Manager <input type="checkbox"/> Store Manager	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal Pay Expectations: _____	From	Mon	Tue	Wed	Thu	Fri	Sat	Sun
		To							
MY PERSONAL INFORMATION									
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 EMPLOYMENT HISTORY									
Current / Most Recent Employer					Can we contact this company? YES <input type="checkbox"/> NO <input type="checkbox"/>				
Company: _____					Start Date: _____ End Date: _____				
Supervisor: _____					Phone Number: (____) _____				
Position/Duties: _____									
Reason for Leaving: _____					Starting Pay: _____ Ending Pay: _____				
Previous Employer					Can we contact this company? YES <input type="checkbox"/> NO <input type="checkbox"/>				
Company: _____					Start Date: _____ End Date: _____				
Supervisor: _____					Phone Number: (____) _____				
Position/Duties: _____									
Reason for Leaving: _____					Starting Pay: _____ Ending Pay: _____				
Have you ever worked at a Tim Hortons before? YES <input type="checkbox"/> NO <input type="checkbox"/>									
If so, which location? _____ Store #: _____									
Why did you leave? _____									
EDUCATION & ACTIVITIES									
Please specify level of education completed: _____									
What hobbies and/or activities are you involved in? _____									
REFERENCES									
List any references not given above. Please do not list relatives.									
NAME	OCCUPATION	RELATIONSHIP	PHONE NUMBER						
<small>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.</small> <small>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 The TDL Group Corp. 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.</small>									
SIGNATURE _____					DATE _____				

Adapted from [http://jobs.timhortons.ca/ca\\_en/in-restaurant-signup?job\\_role=1354&restaurant\\_id=523946&v=ca](http://jobs.timhortons.ca/ca_en/in-restaurant-signup?job_role=1354&restaurant_id=523946&v=ca)

# Task 3A: How to Fill Out Application Forms

Name: \_\_\_\_\_

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

## Part 1

**Instructions:** Read page 46. Answer the questions below. Circle only **one** answer.

1. Who has application forms?
 

a. Employees	c. Workers
b. Candidates	d. Employers
2. Why do you use an application form?
 

a. To interview for a job	c. To apply for a job
b. To learn about a job	d. To practise reading English
3. What do employers want you to do on application forms?
 

a. Fill in the blank spaces	c. Tell the truth
b. Answer the questions	d. All of the above
4. What does **expected salary** mean?
 

a. How much you want to be paid	c. How much you were paid in your last job
b. How much you are paid now	d. How much the boss makes
5. Answers should be
 

a. long	c. big
b. short	d. small
6. How many references do you need?
 

a. Four	c. Three
b. Two	d. None

**Total:** \_\_\_\_/6 marks

## Part 2

**Instructions:** Read pages 46 and 47. Are the sentences below true or false? Write **True** or **False** beside each sentence. Correct the false sentences to make them true.

**Example:** Your salary is how much you want to get paid. False

**Corrected Sentence:** Your expected salary is how much you want to get paid.

1. Read a job application quickly. \_\_\_\_\_
2. Follow the instructions on the application. \_\_\_\_\_
3. If you have no answer, write "not applicable" in the blank. \_\_\_\_\_
4. Write long answers. \_\_\_\_\_
5. Write your answers with a pen. \_\_\_\_\_
6. Ask the employer for one copy. \_\_\_\_\_
7. Ask your friend to fill out the form for you. \_\_\_\_\_
8. Fill out a practice application form first. \_\_\_\_\_

**Total:** \_\_\_\_/8 marks



## Task 3C

Name: \_\_\_\_\_

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

### Personal Information

**Instructions:** Ask your partner the following questions. Listen to their answer. Write their answer on the line beside the question.

1. What is your first name? \_\_\_\_\_
2. What is your last name? \_\_\_\_\_
3. What is your middle name? \_\_\_\_\_
4. What is today's date? \_\_\_\_\_
5. What is your address? \_\_\_\_\_
6. What city do you live in? \_\_\_\_\_
7. What province do you live in? \_\_\_\_\_
8. What is your postal code? \_\_\_\_\_
9. What is your phone number? \_\_\_\_\_
10. What is your email address? \_\_\_\_\_

## Task 3D

Name: \_\_\_\_\_

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

### Personal Information

#### Form 1

**Instructions:** Fill out the form with your personal information, in pencil.

Name:	_____	_____	_____
	First	Middle	Last
Street Address:	_____		
City:	_____	Province:	_____
Postal Code:	_____	Home Phone:	_____
Cell Phone:	_____	Email:	_____

#### Form 2

**Instructions:** Copy your personal information from **Form 1**, in blue or black ink.

Name:	_____	_____	_____
	First	Middle	Last
Street Address:	_____		
City:	_____	Province:	_____
Postal Code:	_____	Home Phone:	_____
Cell Phone:	_____	Email:	_____

## Task 3E

Name: \_\_\_\_\_

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


### Personal Information

#### Application Form 1

APPLICATION FOR EMPLOYMENT	
Date of Application: _____	Date Available to Start: _____
How did you hear of this opportunity? _____	
If you were referred, please give the name of the employee that referred you: _____	
MY PERSONAL INFORMATION	
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"/>	

Adapted from <http://www.myjobapps.com/timhortons.pdf>

#### Application Form 2

Application For Employment	
	
Date of Application: .....	
<b>Personal Information</b>	
Last Name: .....	Middle Initial: ..... First Name: .....
Address: ..... City: .....	
Province: .....	Postal Code: ..... Home Phone #: .....
Alternate Telephone #: ..... E-mail: .....	
Have you worked at Wal-Mart before: <input type="checkbox"/> No <input type="checkbox"/> Yes	
If yes, which store: ..... If yes, note dates: .....	

Adapted from <http://targetcashier.net/6-walmart-com-job-applications/>

## Task 4A: Position Information and Availability

Name: \_\_\_\_\_

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

### Position Section Handout

#### Sana's Job Application

**Instructions:** Fill out the Position section of Sana's job application.**Position**Position apply for: \_\_\_\_\_ ☐ Seasonal/Temporary \_\_\_\_\_Are you interested in: ☐ Full time (Min. of 28 hrs/wk) ☐ Peak time (Less than 28 hrs/wk)

How did you learn about this opportunity: \_\_\_\_\_

#### My Job Application

**Instructions:** Fill out the position section of your job application.**Position**Position apply for: \_\_\_\_\_ ☐ Seasonal/Temporary \_\_\_\_\_Are you interested in: ☐ Full time (Min. of 28 hrs/wk) ☐ Peak time (Less than 28 hrs/wk)

How did you learn about this opportunity: \_\_\_\_\_

## Task 4B: Position Section Handout

Name: \_\_\_\_\_

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

### Sana's Job Application

**Instructions:** Fill out the Position section of Sana's job application.

POSITION	STATUS
<input type="checkbox"/> Storefront <input type="checkbox"/> Production <input type="checkbox"/> Shift Supervisor <input type="checkbox"/> Assistant Manager <input type="checkbox"/> Store Manager	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal
	Pay Expectations:

### My Job Application

**Instructions:** Fill out the position section of your job application.

MY AVAILABILITY & JOB POSITION	
POSITION	STATUS
<input type="checkbox"/> Storefront <input type="checkbox"/> Production <input type="checkbox"/> Shift Supervisor <input type="checkbox"/> Assistant Manager <input type="checkbox"/> Store Manager	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal
	Pay Expectations:

## Task 4C: Grammar – Availability

Name: \_\_\_\_\_

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

### Prepositions of Time

**Instructions:** Fill in the blanks. Finish the sentences with prepositions of time.

1. We start work \_\_\_\_\_ eleven o'clock.
2. I work \_\_\_\_\_ nine \_\_\_\_\_ eleven.
3. Tom goes to class \_\_\_\_\_ the morning, and he works \_\_\_\_\_ the afternoon.
4. I work \_\_\_\_\_ the evening.
5. I come home from work \_\_\_\_\_ midnight.
6. Mary starts her job \_\_\_\_\_ October.
7. The office isn't open \_\_\_\_\_ Sundays.
8. The shop closes \_\_\_\_\_ 5:00 p.m.

### Grammar Quiz

**Instructions:** Fill in the blanks with the correct time preposition.

in (the)	on	to
at	from	

1. He arrives at work \_\_\_\_\_ 8:30 a.m.
2. Fatima works \_\_\_\_\_ Monday and Friday, \_\_\_\_\_ the evening.
3. Every day, I go to school \_\_\_\_\_ 8:30 a.m. \_\_\_\_\_ 2:30 p.m.
4. I wake up \_\_\_\_\_ 10:00 a.m. \_\_\_\_\_ the weekends.
5. We start the new session \_\_\_\_\_ May.
6. We have a holiday \_\_\_\_\_ the spring.
7. The winter session goes \_\_\_\_\_ January \_\_\_\_\_ April.
8. The new session starts \_\_\_\_\_ May 1st, 2017.

## Task 4D: Availability

Name: \_\_\_\_\_

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

### Days of the Week Abbreviations

**Instructions:** Draw a line between the day of the week and the short form of the word.

- |              |             |
|--------------|-------------|
| 1. Monday    | Wed.        |
| 2. Tuesday   | Fri.        |
| 3. Wednesday | Sun.        |
| 4. Thursday  | Mon.        |
| 5. Friday    | Thurs./Thu. |
| 6. Saturday  | Tues.       |
| 7. Sunday    | Sat.        |

## Task 4E: Position Information and Availability

Name: \_\_\_\_\_

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

### Part 1

**Instructions:** Copy the information from the **Hours of Availability** table on the board.  
Check your answers.

Hours of Availability							
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
From							
To							

### Part 2

**Instructions:** Next, answer questions 1 to 7 in **full** sentences.

1. Which days can Sana work?

---

2. What time can Sana start work on Wednesdays?

---

3. When can she work on Thursdays?

---

4. What time can she finish work on Monday?

---

5. What hours can Sana work?

---

6. Can Sana work on the weekend?

---

7. On which days is Sana not available to work?

---



# Task 4F: Position Information and Availability

Name: \_\_\_\_\_

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

**Instructions:** Fill out Mohamed and Anna’s availability in the **Hours of Availability** tables below. Check your answers.

## Part 1

### Mohamed’s Availability

**Availability:** Tues./Thurs./Sat.  
2:30 – 6:30 p.m.

HOURS OF AVAILABILITY							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
From							
To							

### Anna’s Availability

**Availability:** Mon. – Thurs.  
6:00 – 11:30 a.m.  
Sat./Sun.  
10:00 a.m. – 4:00 p.m.

HOURS OF AVAILABILITY							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
From							
To							

## Part 2

**Instructions:** Fill out Mohamed and Anna's availability in the **Hours and Dates of Availability** tables below. Check your answers.

### Mohamed's Availability

**Start Date:** 23/07/2018  
July 23, 2018

**Availability:** Tues./Thurs./Sat.  
2:30 – 6:30 p.m.

#### Availability

Date available to start (dd/mm/yyyy): .....

*Indicate when you are available to be scheduled (specify a.m. or p.m.). Due to the nature of our business, the more available you are, the more opportunities we can consider you for.*

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
From							
To							
Overnight yes/no							

### Anna's Availability

**Start Date:** 10/07/2018  
July 10, 2018

**Availability:** Mon. – Thurs.  
6:00 – 11:30 a.m.  
Sat./Sun.  
10:00 a.m. – 4:00 p.m.

#### Availability

Date available to start (dd/mm/yyyy): .....

*Indicate when you are available to be scheduled (specify a.m. or p.m.). Due to the nature of our business, the more available you are, the more opportunities we can consider you for.*

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
From							
To							
Overnight yes/no							

# Task 4G: Position Information and Availability

Name: \_\_\_\_\_

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

## Part 1

**Instructions:** Write your start date and availability in the blanks below. Think about when you **can** work.

### My Availability

<b>Start Date</b>	_____, 2018
<b>Availability</b>	Days: _____ / _____ / _____ Times: _____ - _____

## Part 2

**Instructions:** Copy your start date and availability into the **two** Availability tables.

**Table 1**

HOURS OF AVAILABILITY							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
From							
To							

**Table 2**

Availability							
Date available to start (dd/mm/yyyy): .....							
Indicate when you are available to be scheduled (specify a.m. or p.m.). Due to the nature of our business, the more available you are, the more opportunities we can consider you for.							
	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
From							
To							
Overnight yes/no							

# Task 5B: Grammar

Name: \_\_\_\_\_

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

## Simple Past Wh- Questions

### Part 1

**Instructions:** Change the present questions to the past questions.

Present	Past
1. Who <b>works</b> on Wednesday?	1. Who _____ on Wednesday?
2. What <b>is</b> his job?	2. What _____ his job?
3. Where <b>does</b> he <b>work</b> ?	3. Where _____ he _____?
4. When <b>do</b> you <b>work</b> ?	4. When _____ you _____?
5. Which days <b>does</b> she <b>work</b> ?	5. Which days _____ she _____?
6. What time <b>does</b> Sara <b>work</b> on Friday?	6. What time _____ Sara _____ on Friday?
7. How many days <b>does</b> Sam <b>work</b> per week?	7. How many days _____ Sam _____ per week?

## Simple Past Wh- Questions

Name: \_\_\_\_\_

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

### Part 2

**Instructions:** Draw a line from the simple past wh- questions to the best answer.

- |   |                       |
|---|-----------------------|
| 1. Who worked on Wednesday?             | 6                     |
| 2. What was his job?                    | Abdalla               |
| 3. Where did he work?                   | Cashier               |
| 4. When did you work?                   | 6:30 p.m.             |
| 5. Which days did she work?             | On Sunday             |
| 6. What time did Sara work on Friday?   | At Superstore         |
| 7. How many days did Tom work per week? | On Monday and Tuesday |

## Simple Past Wh- Questions

Name: \_\_\_\_\_

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

### Part 3

- Instructions:**
1. Highlight all the simple past verbs in the story
  2. Read Nasir's story and then answer the questions.

#### Nasir's Work History

From 2010 to 2012, Nasir Onet worked at Swiss Chalet. He was a cook. He prepared food and helped the chef. From 2012 to 2014, he worked at NorQuest College. He was a cleaner. He cleaned the floors and took out the garbage in every classroom. Nasir is now a server at Earls restaurant. He started in 2014. He has many duties at Earls. He takes orders, handles money, and serves customers. He also clears the tables and assists the manager with supply orders. Nasir works very hard and hopes to be a chef in the future.

1. Where does Nasir work now? \_\_\_\_\_
2. What are his duties at his job right now? \_\_\_\_\_
3. Where did he work from 2012 to 2014? \_\_\_\_\_
4. What did he do as a cook? \_\_\_\_\_
5. Where did Nasir work from 2010 to 2012? \_\_\_\_\_
6. What did he do in 2013? \_\_\_\_\_
7. Where did he handle money? \_\_\_\_\_
8. When did he assist with supply orders? \_\_\_\_\_

## Task 5C: Employment History

Name: \_\_\_\_\_

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

### Work History

#### Part 1

**Instructions:** Read about Bonnie's work history.

My name is Bonnie. I am a cashier. I work at Superstore. I started in 2016. I have many duties. I handle money and help customers. From 2012 to 2015, I worked at McDonald's. I was a cook. I cooked fries and cleaned the kitchen. From 2010 to 2014, I worked at a day care, in my country. I was a day care worker. I took care of children and played with them.

#### Part 2

**Instructions:** Complete the paragraph about **your** work history.

I am a \_\_\_\_\_. I work / study (*circle one*) at \_\_\_\_\_.

\_\_\_\_\_ I started in \_\_\_\_\_. I have many duties.

I \_\_\_\_\_ and \_\_\_\_\_.

From \_\_\_\_\_ to \_\_\_\_\_, I worked at \_\_\_\_\_.

I was a \_\_\_\_\_. I \_\_\_\_\_

and \_\_\_\_\_. From \_\_\_\_\_ to \_\_\_\_\_, I worked at \_\_\_\_\_.

\_\_\_\_\_ I was a \_\_\_\_\_.

I \_\_\_\_\_ and, \_\_\_\_\_.



## Task 5D

Name: \_\_\_\_\_

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

### Employment History Section

**Instructions:** Use your past work experience paragraph to help you fill out the following forms. **Remember to read the titles carefully. Do not leave any blank spaces. Check your work for mistakes!**

#### Application 1

MY EMPLOYMENT HISTORY	
Current / Most Recent Employer	Can we contact this company? YES <input type="checkbox"/> NO <input type="checkbox"/>
Company: _____	Start Date: _____ End Date: _____
Supervisor: _____	Phone Number: (____) _____
Position/Duties: _____	
Reason for Leaving: _____ Starting Pay: _____ Ending Pay: _____	
Previous Employer	Can we contact this company? YES <input type="checkbox"/> NO <input type="checkbox"/>
Company: _____	Start Date: _____ End Date: _____
Supervisor: _____	Phone Number: (____) _____
Position/Duties: _____	
Reason for Leaving: _____ Starting Pay: _____ Ending Pay: _____	
Have you ever worked at a Tim Hortons before? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If so, which location? _____ Store #: _____	
Why did you leave? _____	

## Application 2

### Employment History

1 Current/Last Position Title: ..... Company Name: .....  
Company Address: .....  
Responsibilities: .....  
Date of Employment: ..... Reason for leaving: .....  
Supervisors Name: ..... Position Title: .....  
May we contact them? ☐ Yes ☐ No Supervisors Contact Number: .....

2 Current/Last Position Title: ..... Company Name: .....  
Company Address: .....  
Responsibilities: .....  
Date of Employment: ..... Reason for leaving: .....  
Supervisors Name: ..... Position Title: .....  
May we contact them? ☐ Yes ☐ No Supervisors Contact Number: .....

## Task 6B

Name: \_\_\_\_\_

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

### Education History

**Instructions:** Match the education vocabulary with the correct definition.

\_\_\_\_\_ Elementary school

\_\_\_\_\_ Junior high school

\_\_\_\_\_ High school

\_\_\_\_\_ Post-Secondary

\_\_\_\_\_ Certificate

\_\_\_\_\_ Diploma

\_\_\_\_\_ Degree

1. A school you attend after you finish high school (e.g., university or college.)
2. A school in Canada for older children (grades 10-12)
3. A document that shows you finished school, a course, or training (usually less than one year)
4. A school including grades 7, 8, and sometimes 9
5. A document and title that you get when you complete enough classes at a college or university (usually four years)
6. A school in Canada for young children (grades 1-6)
7. A document which shows you finished a course or graduated from a school (usually two years)

## Task 6C

Name: \_\_\_\_\_

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

### Education History

**Instructions:** Fill out the **two** Education History sections.

EDUCATION & ACTIVITIES
Please specify level of education completed: _____
What hobbies and/or activities are you involved in? _____

Education		
<i>Tell us the highest or equivalent level completed</i>		
Institution Type	Completion	Type of Certification/Diploma/Degree Received
High School Year Completed	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Post Secondary	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	

# Task 7A

Name: \_\_\_\_\_

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

## References

### Instructions:

1. Copy your teacher's information into the reference table below.
2. Write information for two more references.

REFERENCES			
List any references not given above. Please do not list relatives.			
NAME	OCCUPATION	RELATIONSHIP	PHONE NUMBER

3. Compare your table with a partner. Are these good or bad references? Why or why not?

---



---

## Task 7B

Name: \_\_\_\_\_

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

## Signature

**Instructions:** Sign and date the **two** application forms below.

### Form 1

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 The TDL Group Corp. 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

### Form 2

I certify that the information on this application is correct and I understand that any misrepresentation or omission of any information will result in my disqualification from consideration for employment or if employed my dismissal for just cause. Wal-Mart Canada Corp may verify the information set forth on this application and obtain additional background information relating to my background. I authorize all persons, schools, companies, corporations, credit bureaus and law enforcement agencies to supply all information concerning my background.

On the first day of employment I agree to provide Wal-Mart Canada Corp. proof of my age (as required for company benefit plans and similar administration), Social Insurance Number and appropriate credentials as may be required.

I understand that the first 3 months of active service will be probationary during which time my employment may be terminated without notice of termination of employment or pay in lieu thereof.

Candidate's name (Please print): .....

Candidate Signature: ..... Date: .....

Feel free to attach a resume to this application form

WMP24CB Rev. 08/09

# Task 8A: Fill out the Job Application

**APPLICATION FOR EMPLOYMENT**

Date of Application: \_\_\_\_\_ Date Available to Start: \_\_\_\_\_

How did you hear of this opportunity? \_\_\_\_\_

If you were referred, please give the name of the employee that referred you: \_\_\_\_\_

MY AVAILABILITY & JOB POSITION (PLEASE CHECK ALL THAT APPLY)									
POSITION	STATUS	HOURS OF AVAILABILITY							
<input type="checkbox"/> Storefront <input type="checkbox"/> Production <input type="checkbox"/> Shift Supervisor <input type="checkbox"/> Assistant Manager <input type="checkbox"/> Store Manager	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal	From	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	Pay Expectations:	To							

**MY PERSONAL INFORMATION**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone #: (\_\_\_\_) \_\_\_\_\_ Cell Phone #: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Are you legally eligible to work in Canada? YES ☐ NO ☐

**MY EMPLOYMENT HISTORY**

**Current / Most Recent Employer** Can we contact this company? YES ☐ NO ☐

Company: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Position/Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_

**Previous Employer** Can we contact this company? YES ☐ NO ☐

Company: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Position/Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_

Have you ever worked at a Tim Hortons before? YES ☐ NO ☐

If so, which location? \_\_\_\_\_ Store #: \_\_\_\_\_

Why did you leave? \_\_\_\_\_

**EDUCATION & ACTIVITIES**

Please specify level of education completed: \_\_\_\_\_

What hobbies and/or activities are you involved in? \_\_\_\_\_

**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 The TDL Group Corp. 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 \_\_\_\_\_

Adapted from [http://jobs.timhortons.ca/ca\\_en/in-restaurant-signup?job\\_role=1354&restaurant\\_id=523946&v=ca](http://jobs.timhortons.ca/ca_en/in-restaurant-signup?job_role=1354&restaurant_id=523946&v=ca)

# Assessment Tasks

## Assessment Task 1: Writing

**Instructions:** Select and complete an appropriate job application form.



## CLB 3: Writing (Getting Things Done)

**Task:** You want to apply for a job. Fill out the job application.

**Rating scale:**    **1**=unable to achieve                      **3**=satisfactory (at CLB 3 level)  
                          **2**=needs help (below CLB 3)                      **4**=very good

Holistic				
Writer completed a simple job application form (12–15 items)	1	2	3	4
Analytic				
Filled all blanks correctly	1	2	3	4
Used capital letters correctly	1	2	3	4
Wrote address, phone number, email correctly	1	2	3	4
Wrote neatly	1	2	3	4
Spelled correctly	1	2	3	4
Comments:				

**Task is satisfactory if score is 3 or 4 in holistic and at least 15/20 in analytic.**

Your score: \_\_\_\_\_

This task was completed at CLB 3 level.    **Yes**    **No**

## CLB 4: Writing (Getting Things Done)

**Task:** You want to apply for a job. Fill out the job application.

**Rating scale:**    **1**=unable to achieve                      **3**=satisfactory (at CLB 4 level)  
                          **2**=needs help (below CLB 4)                      **4**=very good

<b>Holistic</b>				
Writer completed a simple job application form (12–15 items)	1	2	3	4
<b>Analytic</b>				
Filled all blanks correctly	1	2	3	4
Used capital letters correctly	1	2	3	4
Wrote address, phone number, email correctly	1	2	3	4
Wrote neatly	1	2	3	4
Spelled correctly	1	2	3	4
Comments:				

**Task is satisfactory if score is 3 or 4 in holistic and at least 15/20 in analytic.**

Your score: \_\_\_\_\_

This task was completed at CLB 4 level.    **Yes**    **No**

## CLB 5: Writing (Getting Things Done)

**Task:** You want to apply for a job. Fill out the job application.

**Rating scale:**    **1**=unable to achieve                      **3**=satisfactory (at CLB 5 level)  
                          **2**=needs help (below CLB 5)                **4**=very good

Holistic				
Writer completed a simple job application form (12–15 items)	1	2	3	4
Analytic				
Filled all blanks correctly	1	2	3	4
Used capital letters correctly	1	2	3	4
Wrote address, phone number, email correctly	1	2	3	4
Wrote neatly	1	2	3	4
Spelled correctly	1	2	3	4
Comments:				

**Task is satisfactory if score is 3 or 4 in holistic and at least 15/20 in analytic.**

Your score: \_\_\_\_\_

This task was completed at CLB 5 level.    **Yes**    **No**

## Assessment Task 2: Reading and Writing

### CLB 3: Getting Things Done/Reproducing Information

Name: \_\_\_\_\_


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

#### Fill out Aziza's Online Job Application


**Instructions:** Aziza Ali is a newcomer to Canada from Ethiopia. Read her story. Help Aziza fill out her online job application form.

#### Aziza's Story

Aziza Ali is a newcomer to Canada. She is thirty-two years old. She came to Edmonton from Ethiopia on September 11, 2013. Now, she lives with her husband in Edmonton. Their address is 10922 12 Street, T6A 1B3. Her cell phone number is 780-967-2215. She doesn't have a home phone number. Her email address is [azali@gmail.com](mailto:azali@gmail.com). From May 2014 to June 2016, Aziza was a greeter at Superstore. She really liked it. She stopped work because she wanted to study English. Now, Aziza wants to find a different job in Edmonton. Aziza is interested in a part-time cashier position. Her friend told her about a cashier job at Tim Hortons. Aziza can only work 12 hours per week. She is available to work on Tuesdays, Wednesdays, and Saturdays, from 5 p.m. to 9 p.m.



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 SEARCH

## TEAM MEMBER APPLICATION

#105756

1 - EDMONTON CITY CENTRE, EDMONTON, AB, T5J 2Y8

First Name\*

Last Name\*

Street Address\*

City\*

Province\*

Postal Code\*

Phone Number\*

Email\*

How did you hear about this opportunity?\*

Availability:

MON	TUE	WED	THU	FRI	SAT	SUN
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
to	to	to	to	to	to	to
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Preferred number of hours per week\*

**Employment History (If none, please proceed to the next section)**

Current / Most Recent Company

Start Date

End date

Position Duties

Reason for leaving

Previous Company

By submitting this application, I acknowledge that most Tim Hortons® restaurants are independently owned and operated by franchisees. In that regard, I understand that I may be applying to a Tim Hortons® restaurant owned by a franchisee and, if so, any hiring decisions will be made by the franchisee. I consent to the collection, use, and disclosure of my personal information to the franchisee and/or to The TDL Group Corp. ("TDL") and understand that TDL may use such information pursuant to TDL's privacy policy, found at <http://www.timhortons.com/ca/en/privacy.php>. Accommodations available upon request.

**CLEAR****APPLY**

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## CLB 3: Assessment Task

**Task:** Aziza wants to apply for a job. Read her story. Help Aziza fill out her online job application form.

### Reading (Comprehending Information/Getting Things Done)

**Rating scale:** 1=unable to achieve 3=satisfactory (at CLB 3 level)  
2=needs help (below CLB 3) 4=very good

Analytic				
Find important information in story to fill out a job application (___/18)	1	2	3	4
Comments:				

**Task is satisfactory if score is 13/18 or more in analytic.**

Your score: \_\_\_\_\_ This task was completed at CLB 3 level. **Yes No**

### Writing (Sharing Information)

**Rating scale:** 1=unable to achieve 3=satisfactory (at CLB 3 level)  
2=needs help (below CLB 3) 4=very good

Holistic				
Writer copied information correctly (12–15 items)	1	2	3	4
Analytic				
Few spelling mistakes	1	2	3	4
Used correct capitals and punctuation	1	2	3	4
Copied address, phone number, email correctly	1	2	3	4
Copied neatly	1	2	3	4
Comments:				

**Task is satisfactory if score is 3 or 4 in holistic and at least 12/16 in analytic.**

Your score: \_\_\_\_\_ This task was completed at CLB 3 level. **Yes No**

## CLB 4: Getting Things Done/Reproducing Information

Name: \_\_\_\_\_

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


### Fill out Aziza's Online Job Application

**Instructions:** Aziza Ali is a newcomer to Canada from Ethiopia. Read her story. Help Aziza fill out her online job application form.


#### Aziza's Story

Aziza Ali is a newcomer to Canada. She is thirty-two years old. She came to Edmonton from Ethiopia on September 11, 2013. Aziza completed a high school diploma in Ethiopia. She was a storekeeper. Now, she lives with her husband in Edmonton. Their address is 10922 12 Street, T6A 1B3. Her cell phone number is 780-967-2215. She doesn't have a home phone number. Her email address is [azali@gmail.com](mailto:azali@gmail.com). From May 2014 to June 2016, Aziza was a greeter at Superstore. She worked on Monday, Thursday, and Sunday evenings at Superstore. She really liked it. She stopped work because she wanted to study English. Now, Aziza wants to find a different job in Edmonton. Aziza is interested in a part-time cashier position. Her friend told her about a cashier job at Tim Hortons. Aziza can only work 12 hours per week. She is available to work on Tuesdays, Wednesdays, and Saturdays, from 5 p.m. to 9 p.m. She wants to work more but she goes to ESL classes all week in the mornings.





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 SEARCH

## TEAM MEMBER APPLICATION

#105756

1 - EDMONTON CITY CENTRE, EDMONTON, AB, T5J 2Y8

First Name\*

Last Name\*

Street Address\*

City\*

Province\*

Postal Code\*

Phone Number\*

Email\*

How did you hear about this opportunity?\*

Are you legally eligible to work in Canada?\*

Have you worked at Tim Hortons before?\*

Please specify the highest level of education completed\*

What type of employment are you interested in?\*

**Availability:**

MON	TUE	WED	THU	FRI	SAT	SUN
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
to	to	to	to	to	to	to
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Preferred number of hours per week\*

**Employment History (If none, please proceed to the next section)**

Current / Most Recent Company

Start Date

End date

Position Duties

Reason for leaving

Previous Company

By submitting this application, I acknowledge that most Tim Hortons® restaurants are independently owned and operated by franchisees. In that regard, I understand that I may be applying to a Tim Hortons® restaurant owned by a franchisee and, if so, any hiring decisions will be made by the franchisee. I consent to the collection, use, and disclosure of my personal information to the franchisee and/or to The TDL Group Corp. ("TDL") and understand that TDL may use such information pursuant to TDL's privacy policy, found at <http://www.timhortons.com/ca/en/privacy.php>. Accommodations available upon request.

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## CLB 4: Assessment Task

**Task:** Aziza wants to apply for a job. Read her story. Help Aziza fill out her online job application form.

### Reading (Comprehending Information/Getting Things Done)

**Rating scale:** 1=unable to achieve 3=satisfactory (at CLB 4 level)  
2=needs help (below CLB 4) 4=very good

Analytic				
Find important information in story to fill out a job application (___/23)	1	2	3	4
Comments:				

**Task is satisfactory if score is 17/23 or more in analytic.**

Your score: \_\_\_\_\_ This task was completed at CLB 4 level. **Yes No**

### Writing (Sharing Information)

**Rating scale:** 1=unable to achieve 3=satisfactory (at CLB 4 level)  
2=needs help (below CLB 4) 4=very good

Holistic				
Writer copied information correctly (15–20 items)	1	2	3	4
Analytic				
Few spelling mistakes	1	2	3	4
Used correct capitals and punctuation	1	2	3	4
Copied address, phone number, email correctly	1	2	3	4
Copied neatly	1	2	3	4
Comments:				

**Task is satisfactory if score is 3 or 4 in holistic and at least 12/16 in analytic.**

Your score: \_\_\_\_\_ This task was completed at CLB 4 level. **Yes No**

## CLB 5: Getting Things Done/Reproducing Information

Name: \_\_\_\_\_

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


### Fill out Aziza's Online Job Application

**Instructions:** Aziza Ali is a newcomer to Canada from Ethiopia. Read her story. Help Aziza fill out her online job application form.


#### Aziza's Story

Aziza Ali is a newcomer to Canada. She is thirty-two years old. She came to Edmonton from Ethiopia on September 11, 2013. In Ethiopia, Aziza completed a university degree in education. She was a teacher at Ababa Elementary School from 2008 to 2013. Her school was in the city, Addis Ababa. She stopped this job because she wanted to come to Canada. Now, she lives with her husband in Edmonton. Their address is 10922 12 Street, T6A 1B3. Her cell phone number is 780-967-2215. She doesn't have a home phone number. Her email address is [azali@gmail.com](mailto:azali@gmail.com). Aziza would like to be a teacher again, but needs to get more Canadian job experience and to improve her English.

From May 2014 to June 2016, Aziza was a greeter at Superstore. She worked on Monday, Thursday, and Sunday evenings at Superstore. She really liked it. She stopped work because she wanted to study English. Now, Aziza wants to find a different job in Edmonton. Aziza is interested in a part-time cashier position. Her friend told her about a cashier job at Tim Hortons. Aziza can only work 12 hours per week. She is available to work on Tuesdays, Wednesdays, and Saturdays, from 5 p.m. to 9 p.m. She wants to work more but she goes to ESL classes all week in the mornings



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 SEARCH

## TEAM MEMBER APPLICATION

#105756

1 - EDMONTON CITY CENTRE, EDMONTON, AB, T5J 2Y8

First Name\*

Last Name\*

Street Address\*

City\*

Province\*

Postal Code\*

Phone Number\*

Email\*

How did you hear about this opportunity?\*

Are you legally eligible to work in Canada?\*

Have you worked at Tim Hortons before?\*

Please specify the highest level of education completed\*

What type of employment are you interested in?\*

**Availability:**

MON	TUE	WED	THU	FRI	SAT	SUN
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
to	to	to	to	to	to	to
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Preferred number of hours per week\*

**Employment History (If none, please proceed to the next section)**

Current / Most Recent Company

Start Date

End date

Position Duties

Reason for leaving

Previous Company

Start Date

End Date

Position Duties

Reason for leaving

By submitting this application, I acknowledge that most Tim Hortons® restaurants are independently owned and operated by franchisees. In that regard, I understand that I may be applying to a Tim Hortons® restaurant owned by a franchisee and, if so, any hiring decisions will be made by the franchisee. I consent to the collection, use, and disclosure of my personal information to the franchisee and/or to The TDL Group Corp. ("TDL") and understand that TDL may use such information pursuant to TDL's privacy policy, found at <http://www.timhortons.com/ca/en/privacy.php>. Accommodations available upon request.

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## CLB 5: Assessment Task

**Task:** Aziza wants to apply for a job. Read her story. Help Aziza fill out her online job application form.

### Reading (Comprehending Information/Getting Things Done)

**Rating scale:** 1=unable to achieve 3=satisfactory (at CLB 5 level)  
2=needs help (below CLB 5) 4=very good

Analytic				
Find important information in story to fill out a job application (___/28)	1	2	3	4
Comments:				

**Task is satisfactory if score is 20/28 or more in analytic.**

Your score: \_\_\_\_\_ This task was completed at CLB 5 level. **Yes No**

### Writing (Sharing Information)

**Rating scale:** 1=unable to achieve 3=satisfactory (at CLB 5 level)  
2=needs help (below CLB 5) 4=very good

Holistic				
Writer copied information correctly (15–20 items)	1	2	3	4
Analytic				
Few spelling mistakes	1	2	3	4
Used correct capitals and punctuation	1	2	3	4
Copied address, phone number, email correctly	1	2	3	4
Copied neatly	1	2	3	4
Comments:				

**Task is satisfactory if score is 3 or 4 in holistic and at least 12/16 in analytic.**

Your score: \_\_\_\_\_ This task was completed at CLB 5 level. **Yes No**

# Final Reflection

Name: \_\_\_\_\_

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

**Instructions:** Write three things you **learned** about jobs in Alberta.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Next,** turn to the **Essential Skills Checklist** that you completed at the beginning of the module. Read the checklist. What did you learn? Put a checkmark (✓) beside the skill(s) that you can do now. Use a different colour pen.