HIGH SCHOOL · LIFE SKILLS

FILLABLE

JOB APPLICATION PRACTICE

Three practice applications from invented employers, job words, an information sheet, find the mistakes, a mini resume and interview questions with room to write. Answer key included. Type or print. PDF.


READ JOB APPLICATION WORDS

My name: _____ Date _____

Read the words. Learn what each one means.

Applicant — A person who asks for a job. When you fill in an application, you are the applicant.

Employer — The business or person who hires workers and pays them.

Position — The job you want, such as cashier or stock helper. It is also called a job title.

Application — A form that asks about you, so an employer can choose who to talk to.

Resume — A short page that lists your school, your work and your skills.

Reference — A person who knows your work and agrees to tell an employer about it.

Availability — The days and hours you are free to work.

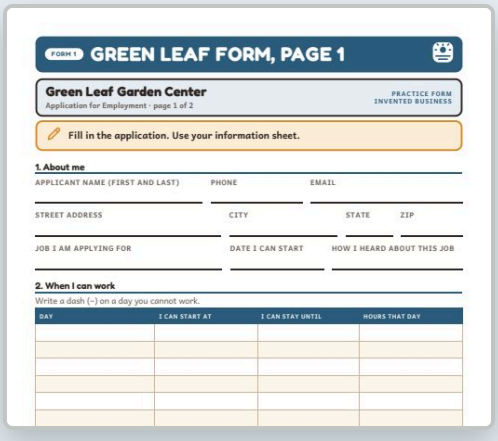
Experience — Work, volunteering or tasks you have done before.

Qualifications — The skills and training that fit a job.

Supervisor — The boss who shows you the work and checks it.

Interview — A meeting where an employer asks you questions to learn about you.

Signature — Your name, written by you, at the end of a form.


FORM 1 GREEN LEAF FORM, PAGE 1

Green Leaf Garden Center
Application for Employment · page 1 of 2
PRACTICE FORM INVENTED BUSINESS

Fill in the application. Use your information sheet.

1. About me

APPLICANT NAME (FIRST AND LAST) | PHONE | EMAIL

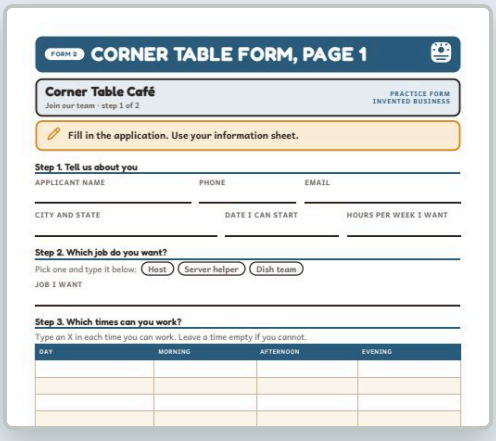
STREET ADDRESS | CITY | STATE | ZIP

JOB I AM APPLYING FOR | DATE I CAN START | HOW I HEARD ABOUT THIS JOB

2. When I can work

Write a dash (–) on a day you cannot work.

DAY	I CAN START AT	I CAN STAY UNTIL	HOURS THAT DAY


FORM 2 CORNER TABLE FORM, PAGE 1

Corner Table Café
Join our team · step 1 of 2
PRACTICE FORM INVENTED BUSINESS

Fill in the application. Use your information sheet.

Step 1. Tell us about you

APPLICANT NAME | PHONE | EMAIL

CITY AND STATE | DATE I CAN START | HOURS PER WEEK I WANT

Step 2. Which job do you want?

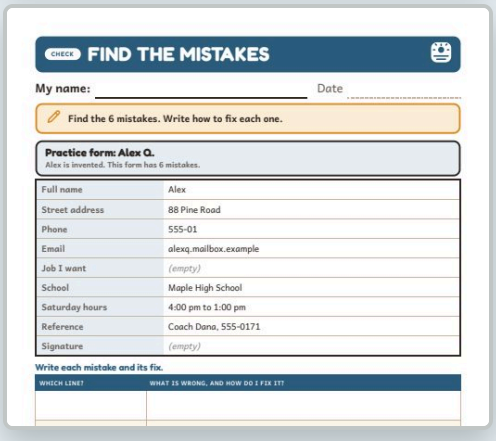
Pick one and type it below: Host · Server helper · Dish team

JOB I WANT

Step 3. Which times can you work?

Type an X in each time you can work. Leave a time empty if you cannot.

DAY	MORNING	AFTERNOON	EVENING


CHECK FIND THE MISTAKES

My name: _____ Date _____

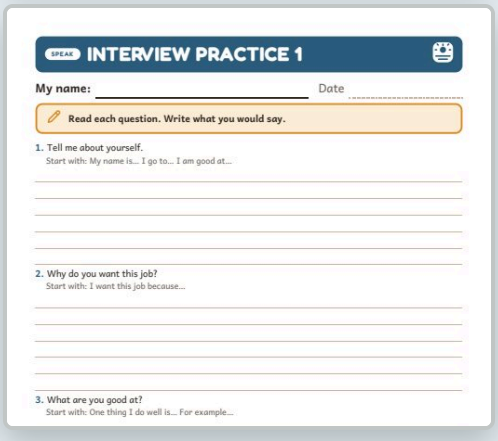
Find the 6 mistakes. Write how to fix each one.

Practice form: Alex Q.
Alex is invented. This form has 6 mistakes.

Full name	Alex
Street address	88 Pine Road
Phone	555-01
Email	alexq.mailbox.example
Job I want	*(empty)*
School	Maple High School
Saturday hours	4:00 pm to 1:00 pm
Reference	Coach Dana, 555-0171
Signature	*(empty)*

Write each mistake and its fix.

WHICH LINE?	WHAT IS WRONG, AND HOW DO I FIX IT?


SPEAK INTERVIEW PRACTICE 1

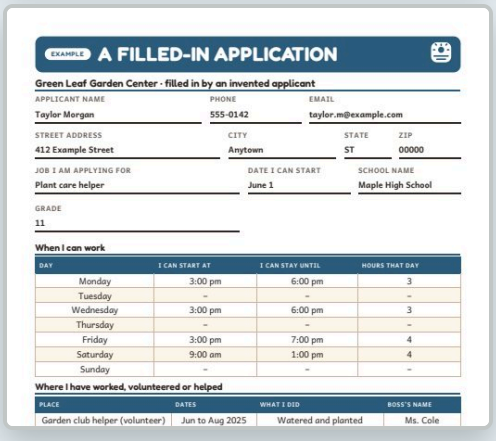
My name: _____ Date _____

Read each question. Write what you would say.

1. Tell me about yourself.
Start with: My name is… I go to… I am good at…

2. Why do you want this job?
Start with: I want this job because…

3. What are you good at?
Start with: One thing I do well is… For example…


EXAMPLE A FILLED-IN APPLICATION

Green Leaf Garden Center · filled in by an invented applicant

APPLICANT NAME: Taylor Morgan | PHONE: 555-0142 | EMAIL: taylor.m@example.com

STREET ADDRESS: 412 Example Street | CITY: Anytown | STATE: ST | ZIP: 00000

JOB I AM APPLYING FOR: Plant care helper | DATE I CAN START: June 1 | SCHOOL NAME: Maple High School

GRADE: 11

When I can work

DAY	I CAN START AT	I CAN STAY UNTIL	HOURS THAT DAY
Monday	3:00 pm	6:00 pm	3
Tuesday	–	–	–
Wednesday	3:00 pm	6:00 pm	3
Thursday	–	–	–
Friday	3:00 pm	7:00 pm	4
Saturday	9:00 am	1:00 pm	4
Sunday	–	–	–

Where I have worked, volunteered or helped

PLACE	DATES	WHAT I DID	BOSS'S NAME
Garden club helper (volunteer)	Jun to Aug 2025	Watered and planted	Ms. Cole

29 Pages · **3 Applications** · **6 Interview Questions** · **Answer Key**

BRIGHT PATH SPED

START HERE

QUICK START

One complete kit for teaching job applications in high school life skills and transition classes. Students learn the words, gather their information, fill in three different practice applications, make a mini resume and practice interview answers — on pages with room to write. Every employer in this file is invented.

THREE STEPS

1. **Start with the words and the information sheet**
   Pages 4 and 5 teach the 12 job-application words. Page 6 is the sheet each student fills in once and copies from on every form.

2. **Hand over a form**
   Every student page opens with one short instruction. The three practice applications (pages 7-12) come from three invented employers and are laid out three different ways, like real ones.

3. **Check it, record it, send it home**
   The answer key is page 19. Record each page on the tracker (page 20), roll a group up on page 21, and send the family page (23). A filled example is on page 24.

WHICH PAGE, WHEN

WHEN…	USE…
Teaching the words	Job Application Words, page 4 · Match It, page 5
Gathering what to write	My Information Sheet, page 6
Practicing a first application	Application 1, pages 7-8
More practice, a different layout	Application 2, pages 9-10 · Application 3, pages 11-12
Proofreading	Find the Mistakes, page 13 · Do or Don't, page 14
Making a resume	My Mini Resume, page 15
Interview practice	Interview Practice, pages 16 and 17 · Checklists, page 18

Everything inside (29 pages)

- **15 student pages** in 15 page types: vocabulary, match and fill in, an information sheet, 3 practice applications (6 pages), find the mistakes, a cut-and-paste sort, a mini resume, 6 interview questions and a checklist page
- **28 scored items** on 3 pages, with an answer key
- **8 cut-and-paste pieces** on one sort mat
- **1 tracker, 1 class grid**, 1 progress note, 1 family page, 1 filled example, 1 teacher page, 1 phrase bank, 1 binder cover and 6 divider tabs

Print or type

Every page prints clean in black and white. The name lines, form boxes, tables and writing lines are type-in fields in any PDF reader: click one, type, then save. This is a fillable PDF, not a slideshow or a word-processor file. The cut-and-paste sort is for pencil and scissors.

READ JOB APPLICATION WORDS

My name: _____ Date .....

Read the words. Learn what each one means.

Applicant
A person who asks for a job. When you fill in an application, you are the applicant.

Employer
The business or person who hires workers and pays them.

Position
The job you want, such as cashier or stock helper. It is also called a job title.

Application
A form that asks about you, so an employer can choose who to talk to.

Resume
A short page that lists your school, your work and your skills.

Reference
A person who knows your work and agrees to tell an employer about it.

Availability
The days and hours you are free to work.

Experience
Work, volunteering or tasks you have done before.

Qualifications
The skills and training that fit a job.

Supervisor
The boss who shows you the work and checks it.

Interview
A meeting where an employer asks you questions to learn about you.

Signature
Your name, written by you, at the end of a form.

Your turn.

1. Which two words do you already know? Use one in a sentence.

2. Which word is new to you? Write what you think it means.

PLAN

MY INFORMATION SHEET

My name: _____ Date .....

Fill this in once. Copy from it on every form.

Use made-up details if your teacher says so. These pages are practice.

About me

FULL NAME _____ PHONE _____ EMAIL _____

STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

SCHOOL _____ GRADE _____ YEAR I WILL GRADUATE _____

Where I have worked, volunteered or helped

PLACE I WORKED, VOLUNTEERED OR HELPED	DATES	WHAT I DID	BOSS'S NAME

People who could be my references

PERSON WHO COULD BE MY REFERENCE	HOW THEY KNOW ME	PHONE OR EMAIL	ASKED? (Y/N)

Things I am good at

WRITE THREE THINGS

FORM 1

GREEN LEAF FORM, PAGE 1

Green Leaf Garden Center

Application for Employment · page 1 of 2

PRACTICE FORM
INVENTED BUSINESS

Fill in the application. Use your information sheet.

1. About me

APPLICANT NAME (FIRST AND LAST) _____ PHONE _____ EMAIL _____

STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

JOB I AM APPLYING FOR _____ DATE I CAN START _____ HOW I HEARD ABOUT THIS JOB _____

2. When I can work

Write a dash (–) on a day you cannot work.

DAY	I CAN START AT	I CAN STAY UNTIL	HOURS THAT DAY

TOTAL HOURS I CAN WORK IN A WEEK _____ HOURS I WOULD LIKE EACH WEEK _____

3. School

SCHOOL NAME _____ GRADE _____ YEAR I WILL GRADUATE _____

CHECK FIND THE MISTAKES

My name: _____ Date .....

Find the 6 mistakes. Write how to fix each one.

Practice form: Alex Q.
Alex is invented. This form has 6 mistakes.

Full name	Alex
Street address	88 Pine Road
Phone	555-01
Email	alexq.mailbox.example
Job I want	*(empty)*
School	Maple High School
Saturday hours	4:00 pm to 1:00 pm
Reference	Coach Dana, 555-0171
Signature	*(empty)*

Write each mistake and its fix.

WHICH LINE?	WHAT IS WRONG, AND HOW DO I FIX IT?

SORT CUT AND PASTE: DO OR DON'T

My name: _____ Date .....

Cut out the pieces. Paste each one in the right box.

Do	Don't

Cut on the dashed lines.

Guess a reference's phone number	**Check your phone number twice**	**Hand it in without reading it again**	**Use a joke name for your name**
Answer every question that fits you	**Read the whole form before you write**	**Write in text-message spelling**	**Write neatly or type**

1. Write one more thing to do when you fill in a job application.

SPEAK INTERVIEW PRACTICE 1

My name: _____ Date .....

Read each question. Write what you would say.

1. Tell me about yourself.
Start with: My name is... I go to... I am good at...

2. Why do you want this job?
Start with: I want this job because...

3. What are you good at?
Start with: One thing I do well is... For example...

Now say your answers out loud to a partner. Did you look at your partner? **Yes** or **No**

EXAMPLE A FILLED-IN APPLICATION

Green Leaf Garden Center · filled in by an invented applicant

APPLICANT NAME: **Taylor Morgan**

PHONE: **555-0142**

EMAIL: **taylor.m@example.com**

STREET ADDRESS: **412 Example Street**

CITY: **Anytown**

STATE: **ST**

ZIP: **00000**

JOB I AM APPLYING FOR: **Plant care helper**

DATE I CAN START: **June 1**

SCHOOL NAME: **Maple High School**

GRADE: **11**

When I can work

DAY	I CAN START AT	I CAN STAY UNTIL	HOURS THAT DAY
Monday	3:00 pm	6:00 pm	3
Tuesday	–	–	–
Wednesday	3:00 pm	6:00 pm	3
Thursday	–	–	–
Friday	3:00 pm	7:00 pm	4
Saturday	9:00 am	1:00 pm	4
Sunday	–	–	–

Where I have worked, volunteered or helped

PLACE	DATES	WHAT I DID	BOSS'S NAME
Garden club helper (volunteer)	Jun to Aug 2025	Watered and planted	Ms. Cole
Dog walking for neighbors	Sep 2025 to now	Walked 2 dogs after school	Mr. Ortiz

References

REFERENCE NAME	HOW THEY KNOW ME	PHONE
Ms. Cole	Garden club adviser	555-0166
Mr. Ortiz	Neighbor I walk dogs for	555-0188

How to read it

Taylor M. is invented; so are the phone numbers and email. Taylor can work 4 days (Mon, Wed, Fri, Sat), so the Hours column adds up: 3 + 3 + 4 + 4 = **14 hours**. The 3 days Taylor cannot work have a dash. Green Leaf Garden Center is an invented business. The blank form is on page 7.

THANK YOU

BEFORE YOU GO

THANK YOU FOR USING THIS RESOURCE

Built for the teacher whose students each need a different amount of support reading, writing and speaking about work. If this helped, leaving feedback on TPT helps other teachers find it.

Everything inside, one more time

- **15 student pages** in 15 page types, **28 scored items**, every answer read from the same lists that draw the pages.
- **3 practice applications** (6 pages), **6 interview questions** with 6 or more writing lines each, **8 cut-and-paste pieces** and **1 answer key**.
- **1 tracker, 1 class grid, 1 progress note, 1 family page, 1 filled example, 1 teacher page, 1 phrase bank** (15 starters), **1 binder cover** and divider tabs.

No real student or business anywhere in this file

The filled example on page 24 names "Taylor M.," an invented applicant. Green Leaf Garden Center, Corner Table Café and Harbor Supply Co. are invented businesses, and every phone number and email is made up. Nothing here is a legal rule, a hiring rule or a clinical judgment. Once you fill in a real student's name, the tracker, class grid and progress note (pages 20, 21 and 22) do carry real information — keep completed pages secure the same way you would any other record.

Something missing or wrong?

Please use the **Ask a Question** tab on the product page first — every question is read, and a fix to the file is a free update you re-download from **My Purchases**.

WHAT'S NEXT FROM THIS STORE

More for the transition and life skills classroom, including data sheets for the case manager.



Transition, Employment and Postsecondary Data Sheets

For the case manager: track work skills and postsecondary goals for the same students.



Life Skills and Daily Living Data Sheets

Task-analysis and community-outing sheets for the life skills classroom.



Transition IEP Planning Kit

Planning pages for the transition-age student and the team.

Click **Follow** on the store page and TPT will email you when new products go up.

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