

# Task Title: Completing Application Forms

OALCF Cover Sheet – Practitioner Copy



**Learner Name:**

**Date Started (m/d/yyyy):**

**Date Completed (m/d/yyyy):**

**Successful Completion:**  Yes No

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Task Description:** Complete applications for different purposes. Including college applications or employment applications.

**Competency:** A: Find and Use Information B: Communicate Ideas and Information D: Use Digital Technology

**Task Groups:** A1: Read continuous text A2: Interpret documents B2: Write continuous text B3: Complete and create documents D2: Use digital technology

**Level Indicators:**

* A1.2: Read texts to locate and connect ideas and information
* A2.3: Interpret somewhat complex documents to connect, evaluate and integrate information
* B2.2: Write texts to explain and describe information and ideas
* B3.3a: Decide what, where and how to enter information in somewhat complex documents
* D.2: Perform well-defined, multi-step digital tasks

**Performance Descriptors:** See chart on last page

**Materials Required:**

* Ontario’s Human Rights Code card
* Application for Admission to Ontario Colleges
* Alternative - Any application for Employment
* Computer with internet access
* Pen and Paper

# Learner Information

Applications are completed for many reasons in our daily lives. This task will help you understand the information needed and how to answer appropriately.

# Work Sheet

**Task 1: According to the Ontario Human Rights Commission, “it is not appropriate to include on application forms any questions that relate directly or indirectly to [certain] prohibited grounds of discrimination.” Look at the “Ontario’s Human Rights Code Card”. List five of these grounds.**











**Task 2: Open an internet browser and enter the following website:** [**www.ontariocolleges.ca**](http://www.ontariocolleges.ca)



**Task 3: Scan the page and decide what to navigate to find out more about programs available at your local college.**



**Task 4: Decide on the program that you want to apply to after you have completed a college career preparation program.**



**Task 5: Using this same website, create a new account for a college application.**



**Alternative**

**Task 6: Complete an application for employment online**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Levels** | **Performance Descriptors** | **Needs Work** | **Completes task with support from practitioner** | **Completes task independently** |
| A1.2 | * scans text to locate information |  |  |  |
| A1.2 | * locates multiple pieces of information in simple texts |  |  |  |
| A1.2 | * makes low-level inferences |  |  |  |
| A1.2 | * makes connections between sentences and between paragraphs in a single text |  |  |  |
| A1.2 | * follows the main events of descriptive, narrative and informational texts |  |  |  |
| A1.2 | * obtains information from detailed reading |  |  |  |
| A2.3 | * performs complex searches using multiple search criteria |  |  |  |
| A2.3 | * manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks |  |  |  |
| A2.3 | * integrates several pieces of information from documents |  |  |  |
| A2.3 | * uses layout to locate information |  |  |  |
| A2.3 | * identifies the purpose and relevance of documents |  |  |  |
| A2.3 | * makes inferences and draws conclusions from information displays |  |  |  |
| B2.2 | * writes texts to explain and describe |  |  |  |
| B2.2 | * conveys intended meaning on familiar topics for a limited range of purposes and audiences |  |  |  |
| B2.2 | * begins to sequence writing with some attention to organizing principles (e.g. time, importance) |  |  |  |
| B2.2 | * begins to select words and tone appropriate to the task |  |  |  |
| B2.2 | * begins to organize writing to communicate effectively |  |  |  |
| B3.3a | * uses layout to determine where to make entries |  |  |  |
| B3.3a | * makes inferences to decide what, where and how to enter information |  |  |  |
| D.2 | * selects and follows appropriate steps to complete tasks |  |  |  |
| D.2 | * locates and recognizes functions and commands |  |  |  |
| D.2 | * makes low-level inferences to interpret icons and text |  |  |  |
| D.2 | * begins to identify sources and evaluate information |  |  |  |
| D.2 | * performs simple searches using keywords (e.g. internet, software help menu) |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner Signature:



# URLs

[www.ontariocolleges.ca](http://www.ontariocolleges.ca)  
The website for applying to colleges in Ontario.