

CAREER READINESS

Job Application Review

Detailed practice, evidence, revision, and assessment

GRADES 9-12	TIME 2 x 42 min	GROUPING I / pairs / whole	PRODUCT Application audit
YOUR CHALLENGE Audit a fictional job application for accuracy, completeness, professionalism, privacy, and consistency. Correct errors, decide what must be verified, and create a reusable pre-submission checklist. Never invent information to fill a blank.			

Application Principles

- Follow directions exactly and use consistent dates/names.
- Answer truthfully; verify before guessing.
- Use “Not applicable” only when appropriate and permitted.
- Protect sensitive information and use official secure systems.
- Request accommodations through appropriate channels when needed.
- Keep a copy of what you submit.

Part 1 - Fictional Application Audit

Field	Entry	Issue category	Correction / verification step
Position	Youth Program Assistant	Correct posting title?	
Applicant name	Jay M. on form; Jordan Martinez on resume	Consistency	
Email	partyanimal2009@example.com	Professional judgment	
Availability	“Anytime”	Specificity/accuracy	
Education dates	2024-present on form; 2023-present on resume	Accuracy/consistency	
Experience	“Manager” but duties describe volunteer team lead	Truthful title	
Reference	Friend listed without permission	Permission/relevance	
Reason for leaving	“Boss was terrible”	Tone/factuality	
Signature	Typed name; date blank	Completeness	
Government ID	Requested by link in unsolicited text	Privacy/security	

Identify the three highest-risk issues and explain why they matter more than minor formatting.

Part 2 - Correct the Entries

Field	Professional corrected entry	Information still needed
Position		
Applicant name		
Email		
Availability		
Education dates		
Experience		
Reference		
Reason for leaving		
Signature		
Government ID		

Part 3 - Consistency Cross-Check

Information	Application	Resume	Posting/record	Match? action
Name/contact				
Education dates				
Experience title/dates				
Availability				
Certifications				
File names				

Explain why a discrepancy can be honest but still require correction or explanation.

Part 4 - Judgment Scenarios

The form requires salary expectations but the posting gives no range.

Do now:

Who/what to verify:

What not to do:

A required question seems unrelated to the job and asks for private health information.

Do now:

Who/what to verify:

What not to do:

You do not know the exact month a volunteer role began.

Do now:

Who/what to verify:

What not to do:

A portal will not accept “N/A.”

Do now:

Who/what to verify:

What not to do:

You discover an error immediately after submitting.

Do now:

Who/what to verify:

What not to do:

Part 5 - Pre-Submission Audit

Check	Pass / revise	Evidence or action
Official employer/portal verified		
Directions followed		
Every required field complete		
Names/dates/titles consistent		
Claims truthful and supportable		
Contact information appropriate		
References gave permission		
Sensitive information handled securely		
Attachments correct and open		
Spelling/grammar reviewed		
Copy saved		
Follow-up date recorded		

Final Recommendation

Is the fictional application ready to submit? Write a short audit memo naming the three required corrections, two verification steps, and one security action.