

From Form to Interview

Read an application guide for its requirements, process, and purpose.

12.RI.1.A "Interpret and complete an application for employment or college admission, and summarize the intent, main ideas, and purpose of the workplace or technical documents."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline every item an applicant must provide or do, circle each eligibility requirement, and number the selection steps in order. These marks show how the guide directs an applicant and how the lab will use the information.

City Water Lab Summer Application Guide

- ① The City Water Lab offers paid summer positions for students who can help test water samples and organize field records. Its application guide explains how applicants move from interest to an interview. Applicants must be at least eighteen by June 1 and available for a four-hour safety orientation on June 12. The guide asks candidates to submit an online application, a one-page résumé, and contact information for one adult reference. Materials are due by 5:00 p.m. on April 18. Late or incomplete applications will not be reviewed.
- ② To complete the online form, applicants first create an account using an email address they check regularly. In the Education section, they list their current school, expected graduation date, and courses in chemistry, environmental science, or data analysis, if applicable. In the Experience section, applicants describe paid work, volunteer service, clubs, or projects that show careful recordkeeping, teamwork, or safe equipment use. Each description should name the activity, identify the applicant's role, and give one specific result. Applicants should save a PDF copy before selecting Submit.
- ③ After the deadline, the lab coordinator checks whether every required document is present and whether the applicant meets the age and orientation requirements. A review team then compares eligible applicants' education and experience entries with the job duties. The team may contact references to verify information and will invite selected candidates to interviews during the first week of May. The guide is not a promise of employment. Its purpose is to collect comparable evidence about applicants and to explain the steps used to choose people who can work safely and accurately in the lab.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 Name the three materials an applicant must submit by the deadline.

2 What should an applicant include in an Experience description to make it complete?

3 How does the lab review applications after the deadline? Give the steps in order.

4 In one sentence, summarize the guide's purpose.

3 YOUR TURN _____ Your own words

Imagine that you are applying for a campus inventory assistant job. Write three labeled application entries: Availability, Relevant Experience, and Reference, including the reference's name and relationship to you. Then write exactly two sentences explaining what your entries show an employer.

PART 1 • READ AND MARK

Underline every item an applicant must provide or do, circle each eligibility requirement, and number the selection steps in order. These marks show how the guide directs an applicant and how the lab will use the information. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Name the three materials an applicant must submit by the deadline.	An online application, a one-page résumé, and contact information for one adult reference.
2	What should an applicant include in an Experience description to make it complete?	The activity, the applicant's role, and one specific result.
3	How does the lab review applications after the deadline? Give the steps in order.	The coordinator checks for required documents and eligibility, the review team compares eligible applicants' education and experience with job duties, references may be contacted, and selected candidates are invited to interviews.
4	In one sentence, summarize the guide's purpose.	The guide explains how to apply and how the lab collects and reviews comparable evidence to select applicants who can work safely and accurately.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Availability: Monday through Thursday, 3:30 to 6:30 p.m., and Saturday, 9:00 a.m. to noon. Relevant Experience: As robotics club treasurer, I tracked supply purchases in a shared spreadsheet and reduced missing receipt reports from six to one. Reference: Ms. Elena Park, robotics club adviser. These entries show that I can work during scheduled hours and keep accurate records. They also give an employer a person who can confirm my responsibility.

Accept equivalent wording for the application requirements, completion directions, review process, and purpose. For Part 3, accept plausible, complete entries and exactly two explanatory sentences that connect the entries to employer needs.