



## Colorado ACE Student Leadership Conference Competitive Event

# Job Application

**Description:** Students complete a job application within a set time period.

**Type of Event:** Individual

**Rules:**

1. Student cannot take longer than 20-minutes to complete application.
2. The job application may be written or electronic. Students must provide their own blue or black pen for written job application.
3. Students may use written information, such as a pocket resume, to complete the application.
4. Students will be evaluated on the following:
  - a. Neatness/Presentation:
    - i. Hand-written applications have no erasures or cross-outs
    - ii. Hand-written applications completed in blue or black pen
    - iii. Hand-written applications are legible with consistent writing size
  - b. Standard English Usage:
    - i. No spelling errors
    - ii. No errors in capitalization or punctuation
    - iii. No errors in verb tenses or other usage
  - c. Former Employers:
    - i. All listed chronologically, with most recent first
    - ii. Contact information includes supervisor's name, address, phone number, email
  - d. References:
    - i. All include name, address, phone number, and email
    - ii. No family members listed
  - e. Final Review/Attention to Detail:
    - i. All questions answered completely
    - ii. N/A written or line drawn through all blank spaces
    - iii. Signature and date included

*Refer to rubric for details of evaluation criteria.*

# RUBRIC FOR GRADING PRESENTATIONS

## *Job Application*

NAME:		SCHOOL:			
	<b>EXCELLENT 8-10 Points</b>	<b>ABOVE AVERAGE 5-7 Points</b>	<b>AVERAGE 2-4 Points</b>	<b>NEEDS IMPROVEMENT 0-1 Points</b>	<b>Points Assigned by Judge</b>
<b>Neatness &amp; Presentation</b> (Hand-Written Applications Only)	-no erasures or cross-outs -completed in blue or black pen -legible -consistent writing size	-few erasures or cross-outs -completed in blue or black pen -legible -relatively consistent writing size	-several erasures or cross-outs -not completed in blue or black pen -legible with some work on part of reader	does not exhibit neatness in presentation	
<b>Standard English Usage</b>	-no spelling errors -no errors in capitalization or punctuation -no errors in verb tenses or other usage	-few spelling errors -few errors in capitalization or punctuation -few errors in verb tenses or other usage	-multiple errors in spelling, capitalization, punctuation, verb tenses or other usage but still understandable	does not demonstrate proficiency in mechanics and grammar	
<b>Former Employers</b>	-all listed chronologically, most recent first -contact information includes supervisor's name, address, phone number, email	-listed, but not from newest to oldest -contact information leaves out 1 required element	-no clear order of list -contact information leaves out 2 required elements	does not demonstrate proficiency in listing former employers	
<b>References</b>	-all include name, address, phone number, and email -no family members listed	-most include name, address, phone number, and email -1 family member listed	-most missing 1 or 2 required elements -family members listed	does not demonstrate proficiency in listing references	
<b>Final Review &amp; Attention to Detail</b>	-all questions answered completely -n/a written or line drawn through all blank spaces -signature and date included	-all questions answered -n/a written or line drawn through most blank spaces -signature and date included	-all questions answered -signature and date included	does not demonstrate proficiency in completing a job application	
<b>TOTAL POINTS AWARDED</b>					
<b>Judge's Signature:</b>					

*Point Equivalents: 50-40 gold, 39-31 silver, 30-21 bronze, 20-1 ribbon*