

Fictional Application and Reference Protocol

NAME _____ DATE _____ PERIOD _____

Simulation Boundary

Use the fictional Jordan Rivera case or **N/A**. Do not enter your real address, phone, email, birth date, SSN, student or driver ID, banking or tax data, signature, family information, schedule constraints, protected information, or another person's contact information.

Word bank: applicable/aplicable · N/A/no aplica · consistent/coherente · reference/referencia · permission/permiso

1. Position and Fictional Applicant

Desired position: **Student Office Assistant**

Employer: **Pecan Creek Animal Care - fictional classroom case**

Applicant: **Jordan Rivera** · jordan.rivera@example.com · Irving, Texas

Authorized route: **teacher simulation only**

How Jordan learned about the position: teacher-provided classroom posting

Why Jordan is interested, using only the posting and supplied evidence:

2. Education and Activity Evidence

School: Fictional Irving Middle School · Grade 8 · expected promotion 2027

Relevant course, project, or activity: _____

Two skills with evidence:

1.

2.

3. Experience and Skills

Experience type: **class supply checkout project**

Role: **student inventory coordinator** · Dates: **six-week classroom project**

Responsibilities and results:

Second experience or activity: **supervised school family-event greeting**

Responsibilities and evidence:

Why school, project, activity, or service evidence can be relevant even when it is unpaid:

4. Availability and Applicant Statements

For this simulation, use: **after-school student schedule; details discussed only through an authorized process.**

One availability or supervision question to clarify:

One claim Jordan must not make:

5. Select Reference Roles

No real names or contact details are used.

REFERENCE ROLE	WHAT THIS PERSON OBSERVED	BEST EVIDENCE THIS PERSON COULD DISCUSS
Teacher who supervised the inventory project		
Activity sponsor who observed teamwork and attendance		
Adult supervisor from the school family event		

Use the frame: **I chose the [role] because that person observed Jordan [action].**

Best reference for accuracy or organization and why:

Best reference for communication or dependability and why:

Why a family member or friend is usually weaker than a person who observed relevant work:

6. Ask Permission Before Sharing

Draft only. Do not send.

Subject: Reference permission for a fictional classroom application

Greeting, position, and respectful request:

Skills the reference may be asked about:

Ask for permission and the person's preferred contact route:

Closing and thanks:

7. Final Audit

- ☐ Every applicable field is complete or N/A.
- ☐ Target title is specific and evidence matches the cover letter.
- ☐ No false work history, credential, or result was added.
- ☐ No real applicant or reference data appears.
- ☐ Reference roles can speak from firsthand evidence.
- ☐ Permission comes before sharing contact information.
- ☐ Nothing is sent or submitted outside this private class simulation.

One inconsistency or privacy risk I found and fixed: