

CURRICULUM RESOURCE

Safely Applying for Jobs Online

OALCF ALIGNMENT

Competency	Activity Group	Level
Competency A - Find and Use Information	A1. Read continuous text	2
Competency A -Find and Use Information	A2. Interpret documents	2
Competency A -Find and Use Information	A3. Extract information from films, broadcasts, and presentations	1
Competency B - Communicate Ideas and Information	B3. Complete and create documents	1
Competency D - Use Digital Technology	N/A	2

Goal Paths (check all that apply)

- Employment
- Apprenticeship
- Secondary School Credit
- Postsecondary
- Independence

Embedded Skills for Success (check all that apply)

- Adaptability
- Collaboration
- Communication
- Creativity and innovation
- Digital
- Numeracy
- Problem Solving
- Reading
- Writing

NOTES: This resource offers an introduction to common scams that target job searchers.

ACKNOWLEDGEMENTS

Project Host: Community Literacy of Ontario

Research & Writing: Mark Jacquemain



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Canada

EMPLOYMENT
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Ontario

The opinions expressed in this report are the opinions of Community Literacy of Ontario and do not necessarily reflect those of our funders.

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Introduction to Employment Services

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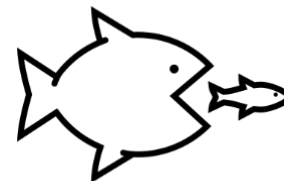
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Overview

Are you currently searching for a job? Are you searching online? There are many resources available to you such as:

- Government of Canada Job Bank service
- provincial services like Employment Ontario
- local employment centres in municipalities across Canada
- private employment service providers

But there are also some risks to be aware of. Job search scams are becoming more common. According to the Better Business Bureau, job searchers have lost billions of dollars to scammers. Experts agree that job search scams are growing.



The best ways to avoid job search scams:

- learning the difference between honest work opportunities and scams
- being sure the company advertising the job is real
- making sure the wages offered are reasonable

This resource will teach you how to avoid job search scams. It will provide examples of common job search scams. It will give you the chance to practice spotting scams on your own. Let's get started!

Getting Started

Before learning about job search scams, let's talk about you. Try to answer the questions below:



Let's discuss!

What is **your** experience?

What sort of work are you looking for? List all kinds below.

What are the ways you have been looking for work? Check all that apply:

Online Job Bank **Contacting companies** **Job Centres** **Job Fairs**

Have you had any problems with job searching? Explain:

Have you ever had any problems with scams? Explain:

Common Job Search Scams

Below we will look at common job search scams and practice spotting them.

Fake Job Listings

The first job search scam to watch for is fake job listings. Fake job listings are designed to attract job searchers with flashy information and big promises. Some things to watch out for to avoid fake job postings:

- a. **No company name:** you can't verify that the company is real.
- b. **Wide salary range:** top pay is much higher than the lowest.
- c. **Many unspecific job openings:** you're not sure what the job is.
- d. **Too good to be true:**
 - higher than normal pay
 - no experience required
 - or there are too many perks
- e. **No experience required:** the job could seem suited to anyone.

a. **Now Hiring Apply Today**

b. **\$400 - \$1200 per Day**

CURRENTLY HIRING FOR

Customer Support - Sales - Consulting - Management - Coaching - Data Entry - Writing - Insurance - Real Estate - Broadcasting - Blogging - Survey - Pastoral - Counseling - Life Coaching - Product Specialist - Sales Trainers - Financial Advisors - Loan Originators - Business Development - Team Management -

d. • **Work From Home**
• **Flexible Schedule**

- Sales & Non Sales opportunities
- Hourly & Salary opportunities
- Management & Training Positions Available

e. • **No Experience Needed to Start**
• **Training Provided**

CLICK HERE TO APPLY Go

These ads could be trying to steal your information or put a virus on your computer:

never click an unknown link like this!

image credit: <https://www.flexjobs.com/blog/post/common-job-search-scams-how-to-protect-yourself-v2/>



Now you try it.

Fake job listing.

Circle all the things that suggest this is a fake ad:



Do You Want to Make Money AND Help People at the Same Time?
We are looking for key entrepreneurial-minded people. Is that you?

🌟🌟 Hemp CBD Company now Expanding to your area! 🌟🌟

Work from home in your area! Serious inquiries only please.

🌟🌟 Do You Want to Make Money AND Help People at the Same Time? 🌟🌟

If So, Check Out Our FREE Income Opportunity!

JOIN TODAY *** NO CREDIT CARD REQUIRED *** <https://www.clkmr.com/ctfocoop/AprilJH>

🌟🌟 We are giving everyone FREE websites and a FREE business to get the word out!! 🌟

Get compensated for sharing the highest quality, patented and exclusive CBD products available on the market today.

All products come with a 60 day "empty bottle" money-back guarantee!!

There are absolutely:

- NO SIGN UP FEES
- NO WEBSITE FEES
- NO INVENTORY
- NO MONTHLY QUOTAS

image credit: <https://www.flexjobs.com/blog/post/common-job-search-scams-how-to-protect-yourself-v2/>

List what clues you found:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

Answer:



Do You Want to Make Money AND Help People at the Same Time?
We are looking for key entrepreneurial-minded people. Who is that you?

🌟🌟 Hemp CBD Company now Expanding to your area! 🌟🌟

Work from home in your area! Serious inquiries only please.

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🌟🌟 We are giving everyone FREE websites and a FREE business to get the word out!! 🌟

Get compensated for sharing the highest quality, patented and exclusive CBD products available on the market today.

All products come with a 60 day "empty bottle" money-back guarantee!!

There are absolutely:

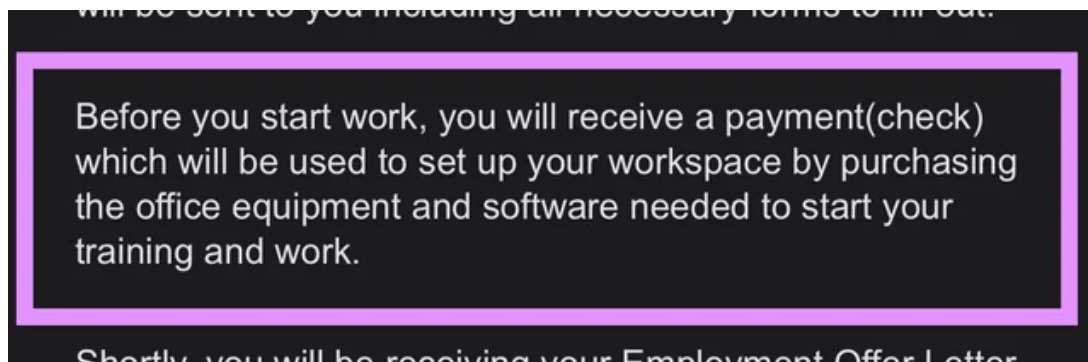
- NO SIGN UP FEES
- NO WEBSITE FEES
- NO INVENTORY
- NO MONTHLY QUOTAS

- a. Many unspecified job openings.
- b. No clear company name.
- c. Job description is unclear.
- d. Too good to be true.

Fake Cheque Scams

Fake cheque scams are becoming very common. They can result in job searchers losing a lot of money. Fake cheque scams work in a few simple steps:

- a job searcher is hired for a job
- they are told that they will need some equipment for work



- they are sent a cheque to cover the cost of the equipment
- they are told to deposit the cheque and then transfer the money to a company that will provide the equipment
- the cheque “bounces,” which means:
 - the sender never had enough money to cover the cost of the cheque
 - the bank will take the money out of your account
 - you will have lost the cost of the equipment

In fake cheque scams, the company is set up for the scam. It's just a way for scammers to get money from you. **Never** use a cheque sent to you by a new employer to purchase equipment.

Phishing Email

Phishing email job scams are emails that you receive inviting you to apply for a job. Sometimes they will try to hook you by telling you you are perfect for the job. Or by saying that the job opening must be filled urgently. Other red flags to watch for:

Office of Research Assistants



Notice: This message was sent from outside the University of Victoria email system. Please be cautious with links and sensitive information.

University of Victoria is currently seeking a Research Assistants to join the Department of computer science, under the supervision of professor: [redacted] with a red circle 'b' around the department name. The hours are flexible and students will be required to work not more than 6 hours weekly. The position can be carried out remotely and the pay is \$300 weekly. Salary increment will be reviewed after gaining more training and experience on the position. The position is open for any student of the institution. Major skills needed are ; Maintaining effective working relationships, Ability to establish effective working relationships and to prioritize tasks and projects, Ability to work independently. Basic Knowledge of Microsoft Word and Excel will be an added advantage. If interested , submit your full name, department and year of study to me directly via text message on (823) [redacted] with a red circle 'd' around the contact information.

Best regards,
[redacted]
Professor in the department
of Computer Science.
(323) [redacted]

Image credit: <https://onlineacademiccommunity.uvic.ca/phishbowl/2023/05/08/student-research-assistant-urgently-needed-or-office-of-research-assistants-job-scam-emails/>

- a. The email is sent from an email address not connected to the company. In this case, it should have been a university email address.
- b. There are grammar mistakes. If you struggle with grammar, get some help from a local job centre. There is contact information at the end of this resource.
- c. The job seems too good to be true.
- d. They ask you to contact them by text message or an email not connected to the company.



Now you try it.
Phishing email.

Circle all the things that suggest this is a phishing email:

Student Research Assistant Urgently Needed



Larry Grace <lg384399@gmail.com>
Today, 3:08 PM

Reply all | v

The service of a student research assistant is urgently required to work part-time and get paid \$650 bi-weekly. Tasks will be carried out remotely and work time is 8 hours/week. If interested, submit a copy of your updated resume and a functional google chat email address to our Department of Psychology via this email address to proceed further.

Regard

██████████
Associate Professor of Psychology
Department of Psychology
Office: COR ██████████

Image credit: <https://onlineacademiccommunity.uvic.ca/phishbowl/2023/05/08/student-research-assistant-urgently-needed-or-office-of-research-assistants-job-scam-emails/>

List what clues you found:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

Answer:

Student Research Assistant Urgently Needed



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Today, 3:08 PM

Reply all | v

The service of a student research assistant is urgently required to work part-time and get paid \$650 bi-weekly. Tasks will be carried out remotely and work time is 8 hours/week. If interested, submit a copy of your updated resume and a functional google chat email address to our Department of Psychology via this email address to proceed further.

Regards

[Redacted]
Associate Professor of Psychology
Department of Psychology
Office: COR [Redacted]

- a. Ad tries to pressure you by saying it is urgent.
- b. Email is not connected to the company.
- c. Pay is too high for the hours and position (too good to be true).
- d. You are asked to connect them not via a company email.
- e. They suggest a gmail address is the way to reach the department.

This type of scam may be trying to steal your personal information. That could lead to identity fraud:

- **Identity fraud** is when someone steals your personal information to commit a crime or steal your money.

Do not respond to these emails. And **never** send your personal information to unknown sources.

Data Entry Scams

Data entry jobs have become more and more important in the digital age. Data entry jobs involve recording information into computers and data processing programs.

These jobs could involve:

- tracking and entering invoices
- transcribing data from recordings
- entering information from various sources into programs

But scammers have also been targetting people looking for data entry jobs. Watch the video below to learn how data entry scams work, the dangers, and how to spot them:



Online Reshipping Scams

In online reshipping scams, people are hired to receive packages at their home and resend them. Sometimes the victim will be asked to test or repackage the items:

As a Packing Inspector you need to receive customer's orders which will be delivered to your home address by UPS, FedEx or USPS. The orders will be coming from stores like Amazon, BestBuy, Walmart, Zappos and others. Usually people order apparel, accessories, small appliances, a lot of electronics, basically whatever they can get cheaper in the US than in their countries.

You need to check all the items against the invoices, check them for any kind of damages, make pictures, make copies of paperwork, report the packages, get them prepared for shipment and then ship them mostly to our hubs from where we ship internationally by sea and by air. Rush orders may be shipped internationally by you.

Here's how it works:

- The items that the victim is asked to ship might be **illegal**.
- The items might be **stolen** or purchased using **stolen** credit cards.
- The victim might be asked to fill out forms and their personal information may be stolen.
- They will not be paid for the work they have done.
- They could be in trouble with the police.

Most of these jobs will not be called "Online Reshipper" in the ads. Notice that the ad above calls the job "Packing Inspector."

- Avoid jobs that involve re-mailing packages from unknown sources.

Tips for Avoiding Job Search Scams

Now that you have a better sense of the common job search scams, let's go back over some of the strategies to avoid them.

1. Always **double check** the company who is hiring:
 - find them online
 - contact them by phone or email if in doubt
 - check that the email contacts match the company (not just gmail or yahoo)
2. It is a red flag to receive a job offer for a job you didn't apply for:
if you receive an email offering you a job you didn't apply for, **it's likely a scam.**
3. **NEVER** pay your employer for anything until you are sure it is a real job:
scams might ask you to pay for applying, training, or equipment.
4. Be wary of strange contact methods:
 - usually job contacts by text message are suspicious
 - also watch for email addresses that don't belong to the company
5. Too good to be true usually is. **Red flags** include:
 - pay that is higher than normal for the job
 - jobs that are overly flexible
 - jobs that require no experience (unless it is an entry level job)
 - jobs descriptions that seem open to everyone



Next Steps

Finding a job is important. Staying safe while job searching is important too. Now that you have seen some common scams, you will be better able to avoid them. You can also steer clear of job search scams with the proper support. Below are some key resources to help you:

The Government of Canada listing of employment centres across Canada:

<https://www.jobbank.gc.ca/findajob/employment-centres>

Jobskills centres across Ontario:

<https://www.jobskills.org/employment-ontario-employment-services/>

Employment and Community Services across Ontario for New Canadians:

<https://services.settlement.org/en/>

Employment Ontario offers many re-training resources:

- Adult Learning courses:
 - <https://www.ontario.ca/page/adult-learning>

- Skilled Trades training:
 - <https://www.ontario.ca/page/start-apprenticeship>

The Canadian Council on Rehabilitation and Work offers training for job-seekers with disabilities:

<https://ccrw.org/skill-training-employment-service/>

Most Ontario Works offers paid training programs to prepare for employment:

<https://www.toronto.ca/community-people/employment-social-support/employment-support/training-courses/ontario-works-training-programs-in-toronto/>

Employment Ontario offers free appointments with employment counsellors. They are located in different regions:

<https://www.eoss.tcu.gov.on.ca/CitizenPortal/infoAboutYou.do?programCode=ESI&lang=en>

Settlement.org offers resume and cover letter help for New Canadians:

<https://settlement.org/ontario/employment/find-a-job/resume/how-do-i-create-a-good-cover-letter/>

The Government of Canada Job Bank offers a resume builder:

<https://www.jobbank.gc.ca/findajob/resume-builder>

If you believe you have been scammed, report it here:

<https://ised-isde.canada.ca/site/competition-bureau-canada/en/fraud-and-scams/tips-and-advice/how-report-fraud-and-scams-canada>