

Answer the questions based on what we have learned in class.

1. Name 2 types of job applications.

2. What is another name for a curriculum vitae?

3. Job applications and resumes are the same. True False

4. In your own words, describe the difference between a job application and resume.

5. Name 2 ways you can apply for a job and describe 1 of them.

6. Knowing your educational history is important for filling out a job application. True False

7. Describe one difference between full-time and part-time work.

8. What is casual employment?

9. When filling out a job application, you can use any color pen. True False

10. What should you put for salary if you are not sure? _____

11. When going to apply for a job you can wear whatever you want. True False

12. How should your work and educational experience be listed on a job application?

13. Give 2 examples of some job related skills you can put on your job application.

14. "My boss was too stink" is a good example of reason for leaving previous employment. True False

15. Provide an example of a reason for leaving previous employment.

Look at the completed job application below, identify at least one thing wrong and explain why it is wrong on the line below.

Date: _____

Please complete this application with black ink. Put N/A for any items that do not apply to you.

Personal Information

Name: Gary Allen 8422
Last First Middle Social Security #

Address: 4806 Anne F Bay City TX 77414
Street City State Zip

Phone #: 979-123-4567 979-123-4567
Home Cell

Are you 18 or older? Yes ☒ No ☐ Can you show proof of eligibility to be employed in the US? Yes ☐ No ☐

Employment Desired

Anything Now \$15
Position Date you can start Salary Desired
