

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:	<u>Gary</u>	<u>Allen</u>	<u>8422</u>		
	Last	First	Social Security #		
Address:	<u>4806 Avenue F</u>	<u>Bay City</u>	<u>77414</u>		
	Street	City	State		
Phone #:	<u>979-123-4567</u>	<u>979-123-8906</u>			
	Home	Cell			
Are you 18 or older?	Yes	<input checked="" type="radio"/> No	Can you show proof of eligibility to be employed in the US?	Yes	No
Employment Desired					
Position	<u>Anything</u>	<u>Now</u>	Salary Desired	<u>\$15</u>	
Date you can start					