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? _____

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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 (Last) Allen (First) (Middle) 8422 (Social Security #)

Address: 4806 Avenue F (Street) Bay City (City) TX (State) 77414 (Zip)

Phone #: 979-123-4567 (Home) 979-123-9876 (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 (Position) Now (Date you can start) $15 (Salary Desired)

_____

_____

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