



UNIVERSIDAD CULTURAL METROPOLITANA A.C.
PRIMER EXAMEN PARCIAL
MATERIA: INGLÉS TÉCNICO 1 LAE CUATRI 1º
NOMBRE DEL ALUMNO: _____
TITULAR DE LA MATERIA: LIC. RUTH CAROLINA GONZALEZ PEREZ

READ AND MATCH

- A) Is a list of the best candidates chosen to occupy a job position.
- B) Describes all the responsibilities that you have to perform in your working place.
- C) Is when the employer stops the employment contract.
- D) A group of employees who work at night.
- E) Is a position that typically involves working 32 to 40 hours per week.
- F) Period to recover after birth.
- G) A day from the week when the employee does not have to work and the employer covers the payment for that working day.
- H) The lowest wage that employers may pay to a worker.



Job Application Form

Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form.

PERSONAL INFORMATION:

First Name _____

Middle Name _____

Last Name _____

Exact Address _____

District, City, Province _____

Phone Number _____

() _____

Fax Number _____

() _____

Electronic address _____

Have you been convicted of or pleaded no contest to a felony within the last five years?

Yes _____ No _____

If yes, please explain: _____

POSITION/AVAILABILITY:

Position Applied For _____

Days/Hours Available

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Sunday _____

Hours Available: from _____ to _____

What date are you available to start work? _____

EDUCATION:	
Name and Address of School-Degree/Diploma-Graduation Date	

Skills and Qualifications: Licenses, Skills, Training, Awards	

EMPLOYMENT HISTORY:	
Present Or Last Position:	
Employer:	
Address:	

Supervisor:	
Phone: _____	Email: _____
Position Title:	

From: _____	To: _____
Responsibilities:	

Salary:	

Reason for Leaving:	

If you are currently working, may we contact your present employer?	
Yes _____ No _____	
References:	
Name/Title Address Phone	

I certify that the information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.	
Signature _____	
Date _____	

Figure 2. A job application form
Adapted from <<http://jobsearch.about.com/od/jobappsamples/a/sampleapp.htm>>.