



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>>.