## Pre-Employment Vocabulary

**Word Bank**

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|---|---|---|
| application | interview | trainee or apprentice |
| employee | personal data | union |
| employer | human resources manager | |
| equal opportunity employer | references | |

### Cloze Paragraph

Jaquawn had just finished high school and wanted to move into his own apartment. He knew he would need to become an _____, in other words he needed to work and receive wages so he could pay his bills. So, he started by preparing himself to look for employment. In school, Jaquawn had been taught that he would need to give the _____, the company or person who hired him, a list of names of people who would be able to provide information about him. He called former teachers, family friends and people he had done yard work for in the past to ask if they would be willing to serve as _____for him. Once he compiled a list of contact information for these people, he was ready to start filling out _____s. These forms required him to write out _____ like his address, phone number, and social security number. Jaquawn started by applying for a job at MPI in Mattawan. On the application, there was a notice that stated that MPI was an _____ _____. This meant that they could not use race, color, age, sex, national origin, religion or disability as a reason to not hire a person. Jaquawn turned the completed application into the _____ _____ at MPI. Once they received his application, they called him to arrange an _____ where they planned to ask Jaquawn questions to decide whether or not he was the best person for the job. A few days after the interview, Jaquawn was offered the job. He accepted! When he first started, he had many decisions to make. For example, he was asked if he wanted to join the _____ or a group of workers organized to make sure there were good working conditions at MPI. He also had to learn his new job duties. While he was learning the job, he started out as a _____. After a few months of working hard and saving money, Jaquawn was able to move out on his own!