

# **150 JOB APPLICATION WORDS**

**Flash Cards, Tests, and Worksheets**

**NANCY LOBB**

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## ***Teacher's Guide***

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## ***The 150 Flash Cards***

## ***Copy Masters***

1–2	Pretest/Posttest: Check Your Job Application Knowledge
3	Personal Fact Sheet
4–10	Employment Application (Practice Sheets)

## To the Teacher

The purpose of *150 Job Application Words* is to teach students vocabulary found on job applications. Students will learn this vocabulary using 150 flash cards containing words and abbreviations found on job applications.

The flash cards are designed to teach the words in the context in which they may be found on an application. The front of each card shows a word and an example of how it might be used on an actual application. The back of each card contains the definition of the word, and either demonstrates a correct response to that word on a job application or explains its use in context.

In addition to the flash cards, *150 Job Application Words* contains ten copy masters. A pretest/posttest is found on two of the copy masters. A “Personal Fact Sheet” is included to serve as a record of important facts students must remember about their backgrounds.

Seven masters make up a practice job application. This practice application contains all 150 vocabulary words included on the flash cards. The application is broken down into segments for teaching purposes. This enables the teacher to work through the application process slowly, either with the class as a group or with each student completing one section of the application at a time. Once students are successful with this controlled situation, the teacher may wish to obtain a variety of “real” applications for further practice.

In addition, the Teacher’s Guide provides activities relating to writing a résumé, answering a help-wanted ad, interviewing for a job, and so on.

*150 Job Application Words* provides a complete package for teaching an important skill all students need to master. Teachers will enjoy using it because it is both thorough and easy to use. Students will see the practical application of learning this important reading skill.

# Teaching Suggestions

## ***For the Flash Cards:***

Before attempting a job application, the students should learn all 150 words on the flash cards. The teacher may direct this word study in a variety of ways:

1. The entire class might proceed as a group through the package, doing as many cards per week as the teacher prefers. For example, twenty words could be assigned on Monday, with a test to be given on Friday. Students might be responsible for the words, their meanings, and their spellings (depending on the ability of the class).
2. New cards could be assigned and discussed every day, thus completing the package in a shorter time period.
3. Students could proceed through the cards at their own rate, using a checklist to determine their progress. The vocabulary list (p. *vii*) could be used for this purpose.

## ***The Pretest/Posttest***

Masters 1 and 2 contain a test covering over the material in *150 Job Application Words*. This test, titled “Check Your Job Application Knowledge,” may be used as a pretest or as a posttest.

## ***The Personal Fact Sheet***

The purpose of the Personal Fact Sheet (Master 3) is to provide each student with a concise means of recording important facts often required on job applications. Have each student complete the Personal Fact Sheet prior to completing the actual job application. Check spelling carefully. Students can then use the information on their Fact Sheet to help them fill out job applications correctly and with a minimum of spelling errors.

## ***The Practice Job Application***

Masters 4–10 comprise a practice job application. This practice application contains all 150 words in the package. The application may be used in several ways:

1. Work through the entire application page by page as a class. Discuss each item on the application.
2. Have students complete the application independently. Then discuss the application as a class.
3. Discuss a page of the application. Then allow students to complete the page independently. Go through the application page by page in this way.
4. Do the application together as a class. Then assign the same page as homework or to be done independently in class.
5. When everyone has mastered this application, obtain applications from local companies for the class to complete. Discuss how they differ from the practice application in this package.

### ***Master 4: Personal Information***

The job application copy masters should be completed after students have learned the 150 vocabulary words on the flash cards.

Master 4 includes a sample Personal Information section which contains questions that could be found on a job application. Not every job application would have all of these questions.

Remind students to print legibly on the application.

Discuss the difference between present, temporary, permanent, and mailing addresses.

Students may wonder why the employers need all this information. Discuss some possible reasons for each question asked on this page. Discuss why some questions are optional and others are not.

If it seems appropriate, the teacher may tell the students to omit answering the questions about crimes on these copy masters. However, students should be aware that these questions will be asked on a job application. Persons who have been convicted of a crime should think through how the question might be answered, giving an answer that is truthful but that shows a desire to change and improve. Discuss why the employer has a right to know whether a person has been convicted of a crime.

Discuss why one section is to be completed “after hire.”

### ***Master 5: Employment Desired***

This section of the application gives the employer information concerning the type of job for which one is looking.

Discuss how to answer the question “Salary Desired.”

Discuss the difference between full-time, part-time, and temporary work. Be sure students understand the three time shifts available: day, swing, night.

Discuss relocation and transfers. Why might a willingness to transfer be an asset to being hired?

Discuss possible answers to the question “Referred by . . . .” This could be a person, an ad, an employment agency, or maybe the applicant was not referred by anyone.

Discuss why the applicant is asked about a relative working for the company. Discuss why some companies have a policy against nepotism.

### ***Master 6: Education/Training***

Discuss why it is a good idea for the applicant to have this information written down ahead of time. It may be difficult to remember dates and addresses for schools attended. Students need to have this information available before they go into an actual job situation. They may use the Personal Fact Sheet (Master 3) for this purpose.

Discuss why employers might be interested in what schools a student attended. If the employers contact a school regarding a student, what sorts of things would they want to know?

Discuss g.p.a. and how to determine it.

Taking certain courses in school may prepare a person for work. Students should mention any courses that could be job-related. Employers also look for extracurricular activities, especially those which show leadership or are job-related.

Discuss why an employer might be interested in a person's hobbies.  
List some machines that could be mentioned on a job application.

### ***Master 7: Employment History***

Discuss the importance of completing this section accurately and completely. Employers will probably contact some or all of the companies listed here. Incorrect information given here will not look good.

If the students are still in high school, they may not have had a full-time job. Discuss other types of work a student might include under this section. If the student has worked part-time during school, those jobs can be listed. The student should state that the work was part-time.

Other students may have worked during the summer. If so, they should list those jobs, stating that they were summer jobs.

Other regular jobs, such as baby-sitting or lawn mowing, could be listed by a young student. The employer could contact the persons listed to get their opinions of their work habits.

Discuss why an employer might ask about periods when a person was unemployed. Why does the application ask if a person has ever been discharged from a job?

Discuss good answers to the question "Reason for Leaving" a job. Good answers might include: "moved," "to take a better job," or "the job was seasonal." Students should not cite problems with the boss or co-workers, long hours, etc.

Discuss the meaning of "self-employed." What are examples of being self-employed?

### ***Master 8: Military Service/Character References/ Places of Residence***

Many students have not served in the military. Point out that they should leave this section blank.

Discuss why employers might ask where a person has lived during the past five years. Discuss the correct sequence to use when listing addresses (most recent first).

Discuss the meaning of a character reference. Students should not include relatives or former employers. The references should be people who know the applicant well enough to give a good reference.

Discuss people who could be used for references. Make sure each student has at least three good references. Remind students that they must get permission from the people they list as references. Why is this?

### ***Master 9: Health Background***

Discuss the right of the employer to know certain things about an applicant's health. Some jobs have physical requirements such as the ability to lift, the ability to stand for long times, the ability to speak well, etc.

Discuss examples of accommodations for handicapped persons (ramps for wheelchairs, Braille on elevator panels, etc.).

Discuss health insurance, disability insurance, and workers' compensation.

Discuss why an employer might ask about illnesses or hospitalizations.

Discuss ways to present a physical handicap in a positive way. For example, a person in a wheelchair might stress that he or she has full use of hands and arms.

Discuss why it is important to provide accurate information on the line “in case of emergency, notify . . .”

For what jobs would an employer be concerned about an applicant’s driving record?

Why would an employer ask about workers’ compensation?

Point out that the applicant should not write in the space at the bottom of the page. This is for the interviewer.

### ***Master 10: Statements***

You will probably want to discuss the meaning of each statement listed.

Discuss why there is a line for parents to sign. Do all applicants need to have a parent’s signature?

## Check Your Job Application Knowledge

### *Keep It Short!*

Write the full word for each abbreviation.

- |                   |               |
|-------------------|---------------|
| 1. w.p.m. _____   | 4. B.D. _____ |
| 2. apt. no. _____ | 5. co. _____  |
| 3. avg. _____     | 6. sal. _____ |

### *Matching*

Match each word with the correct definition.

- |                        |   |
|------------------------|---|
| ___ 7. accommodation   | a. required, not a matter of choice           |
| ___ 8. certify         | b. move                                       |
| ___ 9. chronic         | c. information that is not true               |
| ___ 10. confidential   | d. done by one's own choice                   |
| ___ 11. discharged     | e. married or single                          |
| ___ 12. falsification  | f. provides for a special need                |
| ___ 13. felony         | g. a serious crime such as murder or burglary |
| ___ 14. legibly        | h. a written list of education and experience |
| ___ 15. maiden name    | i. secret                                     |
| ___ 16. mandatory      | j. to declare that something is true          |
| ___ 17. marital status | k. a less serious act of breaking the law     |
| ___ 18. misdemeanor    | l. fired                                      |
| ___ 19. relocate       | m. a woman's surname before marriage          |
| ___ 20. résumé         | n. easily read                                |
| ___ 21. spouse         | o. lasting a long time; constant              |
| ___ 22. swing shift    | p. person who served in armed forces          |
| ___ 23. veteran        | q. about 4 P.M. to 11 P.M.                    |
| ___ 24. voluntary      | r. husband or wife                            |



## **Check Your Job Application Knowledge** *(continued)*

### ***It's Your Choice***

Circle the letter of the best answer.

1. You have had three jobs. Which do you list first on an application?
  - a. The most recent one is listed first.
  - b. Start with the oldest job, then work up to present.
  - c. It does not matter as long as you list the dates correctly.
  
2. An application states that an employer is an Equal Opportunity Employer. What does that mean?
  - a. They will hire anyone that applies.
  - b. You won't be turned down for a job due to your race or religion.
  - c. All new employees start at an equal salary, but have the opportunity to advance.
  
3. You can't remember your references' phone numbers. You should:
  - a. Guess. They probably won't call them anyway.
  - b. Leave it blank. The company can look them up.
  - c. Ask the secretary for a phone book and look them up.
  
4. You fill out several lines of the application in ink. Then you realize you started writing on the wrong line. You should:
  - a. Cross out the errors and write above them.
  - b. Ask for a new application and start over.
  - c. Draw a line neatly to where the correct answers should go.
  
5. A 90-day probationary period for all new employees means:
  - a. They'll let you know in 90 days if you'll be hired.
  - b. There is a 90-day trial period for new workers.
  - c. The first 90 days of work is part-time.

### ***You May Be Right More Than Once!***

Circle the letter of each correct answer. (There will be more than one.)

6. Employers cannot discriminate on the basis of:

a. age	c. ability	e. race	g. national origin
b. sex	d. religion	f. skills	h. handicap
  
7. Questions you are likely to be asked on a job application are:

a. the name of your last boss	e. why you left your last job
b. your hobbies	f. your salary on your last job
c. where you lived a year ago	g. your Social Security Number
d. if you have a driver's license	

Name \_\_\_\_\_ Date \_\_\_\_\_

## Personal Fact Sheet

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone number with area code \_\_\_\_\_ Social Security Number \_\_\_\_\_

### *Education*

School Name	Dates	Graduated?	G.P.A.

### *Work Experience*

Employer	Address	Dates	Supervisor	Job Title

### *Skills/Machines I Can Operate*

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### *Character References*

Name	Address	Phone	Occupation

### *Credit References*

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### *Other Information*

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## Employment Application

This company is an Equal Opportunity and Affirmative Action Employer. Our hiring practices are in accord with federal, state, and local laws which prohibit discrimination on the basis of race, color, religion, sex, national origin, age, veteran status, or handicap. The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age for those between the ages of 40 and 65. All information on this application will be treated confidentially.

(THE APPLICANT SHOULD PRINT LEGIBLY.)

### **Personal Information**

Date \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_  
Mo./Da./Yr.

Name \_\_\_\_\_  
Last First Middle (Maiden)

Present/Temporary Address \_\_\_\_\_  
No./Street Apt. No. City State Zip Code

Permanent Address \_\_\_\_\_  
(if different) No./Street Apt. No. City State Zip Code

Mailing Address \_\_\_\_\_  
(if different) No./Street Apt. No. City State Zip Code

Tel. No. \_\_\_\_\_  
(area code)

Do you have transportation to work?  YES  NO

Do you have a valid driver's license?  YES  NO

Have you ever been convicted of a felony?  YES  NO

If "yes," explain \_\_\_\_\_

Have you been convicted of a misdemeanor in the last five years (omit traffic violations)?  YES  NO

If "yes," explain \_\_\_\_\_

(A conviction will not necessarily bar you from employment.)

\_\_\_\_\_

APPLICANT: DO NOT WRITE IN THIS SPACE. TO BE COMPLETED AFTER HIRE.

Sex:  M  F D.O.B. \_\_\_\_\_ Ht. \_\_\_\_\_ Wt. \_\_\_\_\_

Marital Status:  Married  Single Spouse's name \_\_\_\_\_

How many dependents do you have? \_\_\_\_\_

Are you a U.S. citizen?  YES  NO

If not, give alien registration number: \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

## Employment Application (*continued*)

### **Employment Desired**

Position for which you are applying \_\_\_\_\_

Other positions for which you are qualified \_\_\_\_\_

Date available for work \_\_\_\_\_

Sal. Desired \_\_\_\_\_

Check type of employment you desire:

full-time                       part-time                       temporary

Check shifts you are willing to work:

day                                       swing                                       night

Check the department(s) for which you are applying (no more than two):

stock                                       maintenance                                       sales  
 shipping                                       clerical                                       repair

Are you willing to transfer/relocate?    YES       NO

If so, give area preferred: \_\_\_\_\_

Have you been employed by this co. before?    YES       NO

If so, where? \_\_\_\_\_ when? \_\_\_\_\_

Do you have a relative who is an employee of this co.?    YES       NO

If so give name, dept., and relationship: \_\_\_\_\_

Who referred you to this company? \_\_\_\_\_

## Employment Application *(continued)*

### **Education/Training**

	Name	Location	Dates attended		Did you graduate?	Avg. grades (G.P.A.)
			From	To		
High School						
College						
Apprentice Business or Technical School						
Other Educ.						

Special courses you have taken which relate to this job:

Machines you can operate:

Typing Speed: \_\_\_\_\_ w.p.m.      Shorthand: \_\_\_\_\_ w.p.m.

Other exper.: (What other experiences or training have you had that would relate to this job?)

Which languages other than English do you speak fluently?

Extracurricular activities:

Scholastic honors:

Hobbies:

## Employment Application *(continued)*

### Employment History

List your previous employers, beginning with the current or most recent one.  
 May we contact your present employer?  YES  NO

Date From	Name of Employer	Phone Number	Job Title
To	Address of Employer		Supervisor
Salary Start	Duties of Job		Reason for Leaving
Final			

Date From	Name of Employer	Phone Number	Job Title
To	Address of Employer		Supervisor
Salary Start	Duties of Job		Reason for Leaving
Final			

Date From	Name of Employer	Phone Number	Job Title
To	Address of Employer		Supervisor
Salary Start	Duties of Job		Reason for Leaving
Final			

Date From	Name of Employer	Phone Number	Job Title
To	Address of Employer		Supervisor
Salary Start	Duties of Job		Reason for Leaving
Final			

Explain any periods of unemployment:

Have you ever been discharged from a job?  YES  NO

If "yes," explain \_\_\_\_\_

Have you ever been self-employed?  YES  NO

If so, give kind of business:



Name \_\_\_\_\_

Date \_\_\_\_\_

## Employment Application *(continued)*

### Health Background

Do you have any physical defects which could affect your employment?

YES     NO    If "yes," explain:

Do you have any physical limitations?     YES     NO

If "yes," explain:

\*Do you have any disabilities or handicaps which would require special accommodations?     YES     NO    If "yes," explain:

Have you suffered from any chronic illness during the last five years?     YES     NO    If "yes," explain:

Have you been hospitalized in the last five years?     YES     NO

If "yes," explain:

(Driver applicants only) In the past five years, have you been involved in any accidents resulting in a death or injury while driving a motor vehicle?

YES     NO    If "yes," explain:

Have you ever filed a claim for workers' compensation?     YES     NO

If "yes," explain:

Regarding the work for which you have applied, are you able to do this work without hazard to yourself and others?     YES     NO

\* Submission of this information is optional and voluntary.

\_\_\_\_\_  
In case of emergency, notify:

\_\_\_\_\_  
name

\_\_\_\_\_  
address

\_\_\_\_\_  
phone

You will receive notification of time for an interview within two weeks.

DO NOT WRITE IN THIS SPACE.

Date of interview:

Comments:

Interviewer:



## **Employment Application (*continued*)**

Please read the following statements carefully before signing the application.

1. I affirm and certify that the information I have given on this application is accurate and correct to the best of my knowledge. I understand that deliberate falsification or misrepresentation of information on this application is grounds for dismissal or refusal to hire. The company will investigate to verify the information given.
2. I authorize the company to inquire of the references listed on the application as to my previous employment, my character, and my ability.
3. I understand that, if hired, my employment is for no definite period and may be terminated at any time without prior notice.
4. I understand that all employees are subject to a 90-day probationary period if hired.
5. I understand that a physical examination at company expense is mandatory for insurance purposes if I am hired.
6. I understand that, if employed, I must provide a birth certificate or other documents for proof of age/birth date.
7. I understand that all personnel may be eligible for the company retirement plan. I will be provided with details if hired.
8. I have read the foregoing statements and agree to each of them in full.

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Signature

Date

Social Security  
Number

I, the undersigned parent or guardian of this minor applicant, do agree to the above statements.

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\*Attach résumé, if any, to the reverse side of this application.