

Name _____

Date _____

Job Application Quiz

I. Mark "T" for true or "F" for false.

- _____ Getting a speeding ticket is considered a felony.
 _____ A reference is a relative who knows you.
 _____ A skill is something a person does well.
 _____ You should always type a job application.
 _____ Read the entire application before you start completing it.

II. Complete the following sentences.

1. Before you list a person as a reference, always _____.
2. If you believe a section of the application does not apply to you, write _____.
3. Employers use job applications to screen for _____.
4. Employers may not discriminate against persons with a _____ or persons _____.
5. The employer may not legally ask questions related to _____, _____, _____, _____, _____, or _____.

III. Match the following terms and definitions.

- | | |
|---------------------------|---|
| _____ secondary education | a. able to be insured against monetary loss |
| _____ mailing address | b. person applying for a job |
| _____ bondable | c. person's name written by him/herself |
| _____ supervisor | d. address at which a person receives mail |
| _____ applicant | e. license to operate a commercial vehicle |
| _____ temporary | f. for a short time |
| _____ SS# | g. high school education |
| _____ signature | h. person who oversees another's work |
| _____ CDL | i. Social Security number |
| _____ convicted | j. found guilty of a criminal offense |

IV. Respond to the following.

1. What should you say on an application if you got fired from a previous job?
2. What is the purpose (or purposes) of a job application?