

Name _____

Date _____

Job Application Quiz Answer Key

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

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

II. Complete the following sentences.

1. Before you list a person as a reference, always ask for his/her permission.
2. If you believe a section of the application does not pertain to you, write "N/A" or "does not apply."
3. Employers use job applications to screen for qualified persons.
4. Employers may not discriminate against persons with a disability or persons convicted of a serious crime.
5. The employer may not legally ask questions related to sex, age, race, religion, national origin, or marital status.

III. Match the following terms and definitions.

- | | |
|----------------------------------|---|
| <u> g </u> secondary education | a. able to be insured against monetary loss |
| <u> d </u> mailing address | b. person applying for a job |
| <u> a </u> bondable | c. person's name written by him/herself |
| <u> h </u> supervisor | d. address at which a person receives mail |
| <u> b </u> applicant | e. license to operate a commercial vehicle |
| <u> f </u> temporary | f. for a short time |
| <u> l </u> SS# | g. high school education |
| <u> c </u> signature | h. person who oversees another's work |
| <u> e </u> CDL | i. Social Security number |
| <u> j </u> 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?
Example: My expectations were not being met by the reality of the job."
2. What is the purpose (or purposes) of a job application? Example: To screen for qualified persons to interview for a job opening.