

Name _____

Date _____

Job Application Quiz Answer Key

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

- | | |
|--------------|---|
| <u> F </u> | Getting a speeding ticket is considered a felony. |
| <u> F </u> | A reference is a relative who knows you. |
| <u> T </u> | A skill is something a person does well. |
| <u> F </u> | You should always type a job application. |
| <u> T </u> | 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
<u> d </u> mailing address
<u> a </u> bondable
<u> h </u> supervisor
<u> b </u> applicant
<u> f </u> temporary
<u> l </u> SS#
<u> c </u> signature
<u> e </u> CDL
<u> j </u> convicted | a. able to be insured against monetary loss
b. person applying for a job
c. person's name written by him/herself
d. address at which a person receives mail
e. license to operate a commercial vehicle
f. for a short time
g. high school education
h. person who oversees another's work
l. Social Security number
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.

