

Contents

Introduction v



Section One: The Job Hunt

Teacher Pages/Answers 1

1. Reading Classified Ads 5
2. The Language of Classified Ads 6
3. Interpreting Classified Ads 7
4. Writing Classified Ads 8
5. Classified Ads: Business Opportunities 9
6. Employment Agencies 10
7. Using the Telephone Book for Job Information 11
8. Using the Internet for Job Information 12
9. Competition for Jobs 13
10. Jobs and Personal Interests 14
11. Occupational Preparation 15



Section Two: The Application Process

Teacher Pages/Answers 17

12. Application for Social Security Card 20
13. Job Application Letter 21
14. Resume 22
15. Job Application I 23
16. Job Application II 24
17. Job Application Language 25
18. Job Application Special Questions 26
19. Job Application Agreement 27



Section Three: The Interview

Teacher Pages/Answers 29

20. Job Interview Behavior 30
21. Interview Questions I 31
22. Interview Questions II 32
23. Employment Tests 33
24. Laws on Discrimination in Hiring 34



Section Four: Employment Forms

Teacher Pages/Answers 35

25. Employee Eligibility Verification 37
26. W-4 Form 38
27. Union Agreement: Questions 39
28. Application for Union Membership 40
29. Union Agreement: Terms and Definitions 41



Section Five: Pay

Teacher Pages/Answers 43

30. Union Agreement: Classifications and Wages 47

31. Jobs and Salaries 48

32. Pension Plan: Summary 49

33. Pension Plan: Payments 50

34. Take-Home Pay and Taxes 51

35. Travel Reimbursement 52

36. Paycheck Stub 53

37. Percentage Increases 54

38. Wage and Tax Statement 55



Section Six: Health and Safety Matters

Teacher Pages/Answers 57

39. Sick Leave 61

40. Health Insurance Terms 62

41. Health Insurance Exclusions 63

42. Health Plan Questions 64

43. Safety on the Job 65

44. Occupational Injury and Illness Notice 66

45. Workers' Compensation 67

46. Alcohol and Drug Rehabilitation 68

47. Group Life Insurance 69



Section Seven: Job Performance

Teacher Pages/Answers 71

48. Performance Evaluation 73

49. Getting Along with Your Boss 74

50. Settling a Grievance at Work 75



Section Eight: Time Off

Teacher Pages/Answers 77

51. Vacation Credits 79

52. Paid Holidays 80

53. Leaves of Absence 81



Section Nine: Tests

Teacher Pages/Answers 83

54. Job Skills Roundup I 84

55. Job Skills Roundup II 85

56. Occupational Vocabulary Test: Part I 86

57. Occupational Vocabulary Test: Part II 87

1. Reading Classified Ads



Directions: Read the three classified ads below. Then answer each of the questions that follow by writing the letter of the correct job on the line at the end of the question. Under each question, copy the part of the ad that gave you the answer.

Job A

Administrative Assistant. Must have keyboarding skills. Diversified duties. Career position. Good salary. Excellent benefits. Call 999-3737.

Job B

Sales. Kitchen cabinet salesperson for expanding company. Must be willing to relocate. Top commission paid. High earning potential. ABC Co., 224 W. 16th Street, Dubuque, IA.

Job C

Guards. All shifts. High school graduate. Uniform supplied. Immediate opening. \$12 per hour. 309-8988.

1. For which job would you probably have to move to another area? _____
Copy the part of the ad that gave you the answer: _____

2. For which job would your computer and other typing experience be helpful? _____
Copy the part of the ad that gave you the answer: _____

3. For which job would you most likely have to wear special work clothes? _____
Copy the part of the ad that gave you the answer: _____

4. For which job would you probably NOT receive the same amount of pay each week? _____
Copy the part of the ad that gave you the answer: _____

5. On which job would you most likely be able to work at night? _____
Copy the part of the ad that gave you the answer: _____

6. On which job would you most likely be given a paid vacation? _____
Copy the part of the ad that gave you the answer: _____

7. Which job requires a person who did not drop out of school? _____
Copy the part of the ad that gave you the answer: _____

8. On which job would you most likely do a lot of different things? _____
Copy the part of the ad that gave you the answer: _____





2. The Language of Classified Ads

Part I

Directions: Below is a list of abbreviations used in classified ads for jobs. Using the newspaper as a reference, write out the full word(s) for each abbreviation in the spaces provided.

1. FT _____
2. ans. ph. _____
3. refs. _____
4. exp. _____
5. perm. _____
6. deg. pref. _____
7. exc. ben. _____
8. min. 6 mo. exp. _____
9. 2 yrs. coll. req. _____

Part II

Directions: Write out the full word(s) for each abbreviation below in the spaces provided. Then explain in your own words what each word or phrase means.

10. ben. _____
Explanation: _____
11. sal. open _____
Explanation: _____
12. prof. share _____
Explanation: _____
13. sub. 1 pg. res. _____
Explanation: _____
14. exc. comm. skills _____
Explanation: _____
15. pens. plan _____
Explanation: _____
16. sal. neg. _____
Explanation: _____