

Class Starter

Name:

Hour:

Using the website <http://jobsearch.about.com/cs/jobapplications/a/jobapplication.htm> answer the following:

1. What is the purpose of filling out an employment application if one turns in a resume?
2. List 3 personal items usually required for an application form:
3. What are the three position applied for information:
4. Why is it important to fill out all blanks on an employment application rather than leave anything blank?
5. What color ink is appropriate to use for an employment application?
6. What is a very important rule to follow if you use someone as an employment reference?