Worksheet KEY

Topic # 6405B

COMPLETING A JOB APPLICATION

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**Part One: Matching**

1. b
2. d
3. c
4. a

**Part Two: Completion**

1. market
2. personal visit
3. personal
4. cost of living
5. past employment

**Part Three: Short Answer**

1. a. personal visitation  
   b. formal letter of application
2. Students can list any three of the following:  
   a. dress and grooming  
   b. statement of purpose of visit  
   c. accuracy of completed application form  
   d. allowance for sufficient time  
   e. adequate preparation
3. Students can list any two of the following:  
   a. personal information—candidate’s name, address, telephone number, and social security number.  
   b. employment desired—the position the candidate is applying for.  
   c. education—the levels and types of education the candidate has completed.  
   d. past employment—the previous jobs the candidate has held.  
   e. references—individuals listed on the application who can vouch for the candidate’s qualifications and character.