

Name: _____

Job Applications Anticipation Guide

1. You should never take your resume with you to fill out an application because the employer would think you are copying.
 - a. True
 - b. False
2. You should be prepared to answer all questions in some manner, even those you would prefer not to answer.
 - a. True
 - b. False
3. Open-ended questions are those that can be answered yes or no.
 - a. True
 - b. False
4. Falsification means providing information that is untrue.
 - a. True
 - b. False
5. If a question does not apply to you, you should just leave it blank. The employer will know what you mean.
 - a. True
 - b. False
6. Your application represents you until you can be there in person.
 - a. True
 - b. False
7. You should use red ink when completing an application because the bright color will draw attention to your application.
 - a. True
 - b. False
8. You should be sure that any person you use as a reference will give you a good recommendation.
 - a. True
 - b. False
9. Most applications will ask for all of the following except . . .
 - a. Full name and Social Security number.
 - b. Hobbies, activities, and awards.
 - c. Previous work experience.
 - d. References.
10. When completing an application, you should . . .
 - a. Use only first and middle initials.
 - b. Always list your last name first.
 - c. Use your full name in the order requested.
 - d. Any of the above is acceptable.