UNIT VIII: APPLICATION FORMS

Objectives:

- Understand information required in application forms (vocabulary & statements)
- Know how to fill out different application forms

1. Vocabulary

1.A: Read each sentence carefully and figure out the meaning of the boldface word.

1. The Public Utility Company received more than 50 telephone calls from **applicants** interested in the job it advertised in yesterday's *Journal Times*.
   An applicant is
   a. a form the employer asks job seekers to fill out
   b. an employer who has a job opening
   c. a job seeker

2. The applicant wore a new suit to the **job interview** and came prepared to answer any questions the employer might have.
   A job interview is a meeting between
   a. a job applicant and an employer
   b. a worker on the job and a boss
   c. two workers discussing how to do something

3. The employer may have more than one available job. That is why application forms sometimes ask you to list the **position desired** (or **position applied for**).
   A position desired is
   a. a job you had b. a job you want c. your goal in life

4. The applicant listed the minimum wage for **salary desired** since she had no previous work experience.
   The salary desired is
   a. a salary that is much better than the applicant expects to receive
   b. a salary the applicant feels acceptable for the job
   c. an unacceptable salary

5. Maria has been living at her **present address** for three years. Before that, she lived with her parents.
   Your present address is
   a. where you used to live b. where you live now c. where you plan to live

6. John could not remember his **previous address**.
   Your previous address is
   a. where you used to live b. where you live now c. where you plan to live

7. Alfred is not married; he doesn't have a **spouse**.
   A spouse is
   a. a brother or sister b. a husband or wife c. a mother or father

8. If you have never been married, check the box that says "single" where the form asks you your **marital status**.
   Your marital status is
   a. what you think about marriage
   b. what your marriage is like
   c. whether you are single, married, divorced, or widowed

9. Jenny's father is Howard Smith. Her husband is Carl Hankins. So her married name is Jenny Hankins. Her **maiden name** is Jenny Smith.
   A maiden name is
   a. a woman's first name
   b. a woman's full married name
   c. a woman's name before she got married

1.B: Decide which word or phrase makes the best sense in each of the following sentences.

applicant,	job interview,	maiden name,
marital status	present address,	previous address,
salary desired,	spouse	

1. You used to be married, but is that still your
   .....?
2. Mary was the only female ..... who was able to get a job interview.
3. Helen Roberts' ..... is John Roberts; they've been married for seven years.
4. One of the toughest questions to answer in a
   ..... is why you left your last job.
5. List a realistic figure when you are asked the
   .....
6. Some people have always lived at the same address; they have no
   .....
7. Your ..... is where you get your mail.
8. A woman can keep her ..... after getting married if she wants to.

1.C:Read each senience carefully and figure out the meaning of the boldface word.

1. Melinda is an **employee** of the Harris Company. She works in their warehouse.
   An employee is
   a. a boss b. a friend c. a worker

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2. Karen is a bookkeeper. Andrea is the office manager. Steve is a sales coordinator. What is your **occupation**?
   An occupation is a. the location of the company you work for
   b. the title or type of job you have
   c. the type of business your employer is in

3. Joe reports to his **supervisor** whenever he has a problem on the job.
   A supervisor is
   a. a boss b. a friend c. a worker

4. New employees in the Harris Company are placed on **probation** for three months. This gives the company a chance to see if it wants to keep them on as regular members of its work force.
   Probation, as used here, means a. a crime committed by an employee
   b. a report on an employee's work habits
   c. a trial period for a new worker

5. **Equal Opportunity Employers** agree to hire new workers and promote people within the company without regard to such things as race, sex, creed, or ethnic origin.
   By being an Equal Opportunity Employer, a company helps protect the rights of
   a. workers b. other employers c. customers

6. Catholics, Jews, and all people, no matter what their **creed**, have equal chances of being employed by an Equal Opportunity Employer.
   The word creed refers to a. a person's set of religious beliefs
   b. the color of a person's skin
   c. whether the person is male or female

7. Mrs. Liu was afraid she would be turned down for the job because she is Chinese. But it is against the law to deny a person a job on the basis of his or her **ethnic origin**.
   Ethnic origin is a way of classifying people in terms of
   a. their beliefs b. their education and job skills
   c. their culture, language, and customs

8. Ramon is a **dependent** of his parents. But when he graduates from high school, he plans to get a job and support himself.
   A dependent is a person who a. is supported by another person
   b. supports another person
   c. works for another person

9. An employer has to know what relative or other person to contact in case a worker gets involved in an accident on the job or has some other kind of **emergency**.
   An emergency is a. an important on-the-job event
   b. a serious or unexpected problem
   c. money owed a relative

10. Whenever you draw a salary, part of your pay is taken out and paid in to **Social Security**. Then when you retire, Social Security gives you money to live on.
    Social Security is a. a US Government information service
    b. a US Government police force
    c. a US Government retirement fund

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1.D: Decide which word or phrase makes the best sense in each of the following sentences.

creed,	dependents,	emergency,	employee,
probation,	supervisor,	ethnic origins,	occupation,
Social Security,		Equal Opportunity Employer	

1. The United States population includes people with all kinds of different .....
2. Mrs. Colon supports four .....
3. An employee who had just been hired and is on ..... is carefully observed by a supervisor.
4. A worker's employer usually wants to know the telephone number of a person to contact in case of .....
5. Before the company became a(n) ....., it hardly ever hired women.
6. The words worker and ..... have similar meanings.
7. The words boss and ..... have similar meanings.
8. Computer programming is a good .....
9. Everyone who works has to have a(n) ..... number.
10. Your beliefs about the hereafter are part of your .....

Vocabulary Review:

1.E: Read each sentence carefully and figure out the meaning of the boldface word.

1. Kim informed her **present employer** that she was looking for another job.
   Your present employer is a. where you used to work
   b. where you work now
   c. where you would like to work

2. George's **previous employer** could not find a qualified person to replace him.
   Your previous employer is a. where you used to work
   b. where you work now
   c. where you would like to work

3. The application form asks Betty to list three **references**. She listed her minister and two of her teachers who she was sure would recommend her for the job.
   A reference, as used here, means
   a. a book in the library
   b. a description of something that happened in the past
   c. a responsible person who can describe your character

4. The form asked each employee to list the person to notify in case of an emergency. It also asked the **relationship** of that person to the employee (that is, mother, father, uncle, sister, friend, etc.)
   As used here, relationship refers to

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a. family ties b. job history c. education

5. The school football team and the school debating team are examples of **extracurricular activities**.
   Extracurricular activities are
   a. the honors you received in school
   b. school activities that you volunteer to do
   c. your favorite school subjects

6. A traffic violation is considered a **misdemeanor**.
   A misdemeanor is
   a. a minor crime b. a serious crime c. an unproven crime

7. Robbery and murder are **felonies**.
   A felony is
   a. a minor crime b. a serious crime c. an unproven crime

8. The company **laid off** many workers to save money when it started having trouble with the bank.
   A worker who has been laid off
   a. got sick and cannot find a job
   b. lost his/her job when the company cut back its costs
   c. quit and found a new job

9. She was **discharged** from her job because of a poor attendance record.
   To be discharged means to be
   a. allowed to leave b. fired c. promoted

10. People whose jobs require them to handle money are sometimes **bonded**. Companies require this to make sure they are protected in case the employee steals.
    As used here, a person who is bonded is …
    a. insured as regards theft of company money
    b. tied to the company
    c. unable to cash checks

1.F: Decide which word or phrase makes the best sense in each of the following sentences.

discharge, felony, laid off, misdemeanor, present employer, previous employer, reference, relationship

1. Even if you have performed well on your job, you still could be ..... if your employer feels it has to reduce its costs.
2. Before you list someone as a(n) ....., ask permission.
3. The insurance company needs to know whom to notify in case of death and the ..... of that person to the person who is insured.
4. Jane now works at Delta Airlines. Her ..... was United Airlines.
5. Alex's ..... expects him to work on Sundays.

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6. A person who has committed a ..... may have trouble getting a job.
7. The company has the right to ..... workers who do not follow the safety rules.
8. In our town, it is a ..... to throw trash on the street.

1.G: Read each sentence carefully and figure out the meaning of the boldface word.

1. If you sign a contract, you must **abide by** the terms of the agreement.
   To abide by means
   a. to change as necessary b. to act according to c. to understand

2. To you **authorize** the company to contact your references, they have every right to do so.
   To authorize means
   a. to give permission b. to give orders c. to refuse

3. If you include false information on a job application, you risk **dismissal** from your job.
   Dismissal means a. being an unhappy worker
   b. getting along well with other workers
   c. getting fired

4. It is better to tell the truth than to **falsify** information on a job application.
   To falsify means a. to give incorrect information
   b. to include all the important facts
   c. to present information in a confusing way

5. Employers who are considering a job applicant often **inquire** from previous employers about what kind of worker the applicant was.
   To inquire means
   a. hold back information b. demand payment c. ask questions

6. One way to **investigate** information on a job application is to contact the applicant's previous employers.
   To investigate means
   a. to read b. to hide c. to check on

7. It is a **misrepresentation** of fact to say you graduated from high school when you actually dropped out in the tenth grade.
   Misrepresentation is
   a. giving false information b. repeating something c. speaking clearly

8. You should make sure you answer all the questions on the form. Before you hand it in, check for **omissions**.
   An omission is
   a. a difficult question b. a spelling error c. information that has been left out

9. He is looking for a job. His previous employer **terminated** him when he got in a fistfight with his supervisor.

To be terminated means
a. to lose an argument b. to get fired c. to move around

1.H: Decide which word or phrase makes the best sense in each of the following sentences.

abide by, authorize, falsify, inquire, terminate

respect

1. To **dismiss** a person from a job means the same as to .....terminate..... the person.
2. To **misrepresent** information on an application form means the same as to .....falsify.....
3. To **investigate** means the same as to .....abide by..... .
4. If you haven't told your present employer you are looking for a job, you may not want to .....inquire..... the interviewer to call your boss.
5. She agreed to .....authorize..... the rules but then paid no attention to them.

Vocabulary Review:

1.I Match the words with the definitions or examples.

1	Position desired	a	A person who you think will speak highly of you
2	Spouse	b	The person you are married to
3	Omission	c	The job you want
4	Qualification	d	A question you forgot to answer
5	Reference	e	A skill needed for the job

2. Filling out Application Forms

Here are important rules for filling out an application form.

1. Ask the company if they have a sample filled-out application form.
2. Type or PRINT neatly with blue or black ink.
3. Bring a pen with you if you plan to fill out an application at a company.
4. Spell all words correctly. Write difficult words out in advance on a sheet of paper and have it with you when filling out the application form.
5. Fill in all information. You must know the names and addresses of:
   - the schools you attended
   - your previous employers
   - your personal references

Do not put false information on the application. Employers do check the accuracy of employment forms. Putting false information may cause an employer to fire you.

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✍WRITING

Filling in a form

1 Most people hate filling in forms! What occasions can you think of when you have to fill in a form? What sort of information do you have to provide?

2 Forms do not usually ask questions, but they ask for information. Match a line in A with a question in B.

A	B
1 First name	a Where do you live?
2 Surname	b What do you do?
3 Date of birth	c Where are you living at the moment?
4 Country of origin	d Are you married or single?
5 Present address	e What's your first name?
6 Permanent address	f How much do you earn a year?
7 Marital status	g When were you born?
8 Occupation	h What's your surname?
9 Annual income	i Where were you born?

3 Forms ask you to do certain things. Do the following:

Write your name in block capitals.

_____

Sign your name.

_____

Delete where not applicable.
I am a student/an employee/an employer

Put a cross if you are male. ☐
Put a tick if you are female. ☐

4 Fill in the form. It is an application form to open a bank account.

CITY BANK ACCOUNT APPLICATION FORM

Application
Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐
Surname .....
First name(s) .....
Date of birth ...../...../.....
Country of origin .....
Present address .....
.....
..... Post code .....
When did you move to this address? ...../...../.....
Permanent address (if different from above)
.....
.....
..... Post code .....
Telephone no. (home) .....
Telephone no. (work) .....

Marital Status
Single ☐ Married ☐ Divorced ☐ Widowe
No. of dependent children ☐

Residential details
Owned ☐ Rented ☐
Where do you reside?
With parents ☐ With a partner ☐ Alone ☐

Employment status
Employed full-time ☐ Employed part-tim
Self-employed ☐ Unemployed ☐ Retied ☐
Income details
Annual income $.....

Signature .....
Date ...../...../.....

APPLICATION FOR EMPLOYMENT

NAME _____

ADDRESS _____

Tel. no. (Home) _____

(Office) _____

POSITION APPLIED FOR _____

PERSONAL RECORD

Date of birth _____

Age _____

Marital status _____

Nationality _____

EDUCATION

School/College/University	Degree	Years attended	Years Graduate

EMPLOYMENT

Name and address of employer	Position	Responsibility	Salary

LANGUAGE ABILITY

Languages	Understanding	Speaking	Reading	Writing

OTHER INFORMATION _____

_____

_____

SIGNATURE _____

DATE _____

Emp No:

Photo
4 x 6

STRICTLY CONFIDENTIAL

EMPLOYMENT APPLICATION FORM

NOTES:
1. Please read thoroughly before completing the form
2. Copies of certificates and testimonials should be attached.
3. Tick the appropriate boxes where applicable.
4. Application letter must accompany this application.

POSITION APPLIED FOR

PERSONAL DETAILS

Name (Mr/Mrs/Ms) _____

ID/Passport No _____ Sex : [ ] Male [ ] Female

Address _____

_____ Postal Code : _____

Telephone No (Home) _____ (Office) _____

Date of Birth _____ Age: _____ Birthplace : _____

Nationality _____ Religious : _____

Marital Status [ ] Single [ ] Divorced [ ] Widowed [ ] Married

EMERGENCY CONTACT

Name _____ Relationship : _____

Address _____

_____ TelephoneNo: _____

FAMILY DETAILS

Name of Spouse/Family Members	Date of Birth	Relationship	Occupation

EDUCATIONAL DETAILS (Please attach copies of certificates attained)

A. SCHOOL ATTENDED

School	Date		Higher Qualification	Number of Subjects
	From	To		

B. TERTIARY EDUCATION

Institution	From	To	Course/Qualification

C. OTHERS (e.g. professional qualification, courses currently pursuing)

Institution	From	To	Course/Qualification

LANGUAGES/DIALECTS (Please indicate your level of proficiency)

LANGUAGES	SPOKEN			WRITTEN		
	AVERAGE	GOOD	EXCELLENT	AVERAGE	GOOD	EXCELLENT

LEISURE ACTIVITIES

Sports / Games / Hobbies : _____

REFEREES (Excluding family members and relatives)

Name : _____ Occupation : _____

Address : _____

_____ Telephone No : _____

Name : _____ Occupation : _____

Address : _____

_____ Telephone No : _____

Do we have your consent to approach them? [ ] Yes [ ] No

WORK EXPERIENCE

Employer	Position	Date		Salary (USD)		Reason For Leaving
		From	To	Start	End	

If offered employment I can start work in : _____

Notice period required from current employer : _____

Expected Basic Salary : USD _____ per month / Annum

OTHER INFORMATION

Please provide any other information that you think would assist you in this

GENERAL INFORMATION

1. Do you hold a valid passport?	Yes / No
2. Do you hold a valid driving license? If yes, Class(es) :	Yes / No
3. Have you ever been detained or convicted of a criminal offence? If yes, give details:	Yes / No
4. Have you been made a Bankrupt? If yes, when :	Yes / No
5. Have you been hospitalized or suffer from any illness? If yes, give details:	Yes / No
6. Do you have any relatives/friends in this Company? If yes, Name: Relationship:	Yes / No
7. Have you applied to this Company before? If yes, Position Applied: Date:	Yes / No

DECLARATION

I here by declare that the information given by me in this form is correct and true to the best of my knowledge. I fully understand and agree that any false declaration made in this form gives the Company the sole right to terminate my employment without any compensation whatsoever.

Signature _____ Date _____

FOR OFFICIAL USE ONLY

Comments: _____

Recommendation: [ ] Reject [ ] Offer

Name of Interviewer & Signature _____ Date _____

Date of Commencement: _____ Department: _____

Salary Offered: _____ Designation: _____

Application Form

Complete the form with these headings.

Family name	Interests	Schools attended	Signature
Tel.	Marital status	Languages	References
Title	First names	Place of birth	Driving license
College education	Date available	Date	Present address
Previous experience	Present employer	Date of birth	Present salary
Children			

APPLICATION FORM

Please type or write clearly.

1. Family Name — Anderson
2. References — Ms
3. First names — Jane Irene
4. Date of birth — 30th July 1961
5. Place of birth — York, UK
6. Marital status — Single
7. Children — None
8. Present address — 27 Glenhill Gardens, Richmond Surrey
9. Tel. — 584-2901
10. Schools attended — York Girls' School '72-'79
11. College education — Raydon College of Art '79-'83
    Diploma in Art and Design (Dip AD) '83
12. Previous experience — Art and Craft Summer School (Assistant Teacher)
    Spain '83-'84
13. Present employer — Art Department I.Y.C magazine
14. Present salary — £8,500 p.a.
15. Title — French and Spanish, German (a little)
16. Driving license — Yes
17. Interests — Photography, astronomy, mountain climbing
18. Languages — Ignacio Ibanez, 43054 calle Munoz, Tarragona Spain
    S Warlock, Art Director, 22 Bedhill Place
19. Date — From May 1st 2004
20. Date available — April 15th 2004
21. Signature — Jane Anderson