

# Reading an Application

Reading and understanding an application will help you fill it out correctly and avoid mistakes. Use the following strategies to help you understand any application. Look at the example on the next page as you read each strategy.

- A** Begin at the top. Scan the application to understand the different sections.
- B** Look for special **instructions for filling out** the application.
- C** Note any **request for materials** that must be attached to the application.
- D** Watch for **sections you don't have to fill in** or **questions you don't have to answer**.
- E** Look for difficult or confusing words or abbreviations. Look them up in a dictionary or ask someone what they mean.

**MARK IT UP** Imagine that you are applying for a job at Fruit Junction. Read the application on the next page. Then answer the following questions.

1. Circle the section of the application that asks for information on U.S. citizenship.
2. If you are under 18, what document will you need to supply? \_\_\_\_\_  
\_\_\_\_\_
3. In what order should you list your present and past employers? \_\_\_\_\_  
\_\_\_\_\_
4. What should you do if there isn't enough room to list all of your employers? \_\_\_\_\_  
\_\_\_\_\_
5. **ASSESSMENT PRACTICE** Circle the letter of the correct answer.  
How many references do you need to provide?
  - A. two business references
  - B. two personal references
  - C. one business and one personal reference
  - D. one reference, either business or personal

# A Fruit Junction

## APPLICATION FOR EMPLOYMENT



### PERSONAL INFORMATION

Name (Last, First, Middle) \_\_\_\_\_  
 Current Address \_\_\_\_\_  
 Phone # Daytime ( ) \_\_\_\_\_ Evening ( ) \_\_\_\_\_  
 E-mail address \_\_\_\_\_

Are you over 16 years of age? (circle one) Y / N (If you are under 18, you will need to have a work permit.)

**C** Are you a U.S. citizen? (circle one) Y / N  
 (If not, you will need to provide proof of your identity and of your legal right to work in the United States.)

Have you ever been convicted of a criminal offense? (circle one) Y / N (Minor traffic offenses are not considered "criminal.")

If you have any physical limitations that require accommodation to do the job for which you are applying, please explain accommodation requirements. \_\_\_\_\_

### EDUCATION

Name of School	Location	Years Completed				Did You Graduate?
		1	2	3	4	Y / N

**B** Please provide an accurate and complete full-time and part-time employment record.  
 List employers chronologically, starting with your present or most recent employer. Attach additional pages, if needed.

### EMPLOYMENT HISTORY

Employer	Job(s) Held	Time Worked	Reason for Leaving
Name _____ Address _____ Supervisor _____ Phone # _____		Start date _____  End date* _____	  *If you are currently employed, may we contact your present employer? (Y / N)
Name _____ Address _____ Supervisor _____ Phone # _____		Start date _____  End date* _____	

**REFERENCES:** Please provide at least one business (B) and one personal (P) reference we can contact.

B / P	Name	Phone #	Relationship	Years Known

**ADDITIONAL INFORMATION:** Please fill in the hours you are available to work each week.

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Starting at							
Ending at							

**D** Optional: What else should we know about you that might be pertinent to considering you for this job? \_\_\_\_\_

**APPLICANT'S STATEMENT** I certify that the information provided in this employment application (and accompanying documentation, if any) is true, valid, and complete to the best of my knowledge. I understand that if I am employed, any falsified statements or documents or misleading information given in my application or interview may be considered sufficient grounds for termination. I also agree by my signature to allow the company to verify the information I provide and to release from legal liability any person, school, current employer, past employer, or organization named in this application for statements given with regard to my qualifications.

**E** Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Reading a Public Notice

Public notices can tell you about events in your community and give you valuable information about safety. When you read a public notice, follow these tips. Each tip relates to a specific part of the notice on the opposite page.

- A** Read the notice's **title**, if it has one. The title often gives the main idea or purpose of the notice.
- B** See if there is a logo, credit, or other way of telling **who created the notice**.
- C** Ask yourself, "**Who should read this notice?**" If the information in it might be important to you or someone you know, then you should pay attention to it.
- D** Look for **instructions**—things the notice is asking or telling you to do.
- E** See if there are details that tell you how you can **find out more** about the topic.

**MARK IT UP** ▶ The notice on the opposite page is from a city government department. Read it carefully and answer the questions below.

1. Who is the notice from? \_\_\_\_\_
2. Who is the notice for? \_\_\_\_\_
3. What is the purpose of the notice? \_\_\_\_\_
4. What does the City want residents to do during construction? \_\_\_\_\_  
\_\_\_\_\_
5. Put a star next to the portion of the notice that explains where people can get more information.
6. **ASSESSMENT PRACTICE** Circle the letter of the correct answer.  
According to the notice, the city will try to minimize the length of the construction period by
  - A. rerouting commuter trains.
  - B. closing both crossings at the same time.
  - C. closing crossings for only one day at a time.
  - D. working all day and all night during the temporary closures.

## PUBLIC NOTICE

### THE DEPARTMENT OF PUBLIC WORKS

#### **A** TEMPORARY ROAD CLOSURES AND DETOURS

Jack Witthaus  
Senior Transportation Planner  
(888) 555-1234

Dan Rich  
Assistant to the City Manager  
(888) 555-1234

FOR IMMEDIATE RELEASE

- B** Sunnyvale, CA (3/26/02)—The City of Sunnyvale announces two temporary road closures in Sunnyvale for roadway improvement.
- D** Railroad crossings at Mary Avenue and Sunnyvale Avenue will be closed for up to four full days to allow replacement of pavement. Mary Avenue at the Caltrain tracks will be closed from 8:00 p.m. on Friday, April 6, to 5:00 p.m. on Monday, April 9. Sunnyvale Avenue at the Caltrain tracks will be closed from 8:00 a.m. on Friday, April 13, to 5:00 p.m. on Monday, April 16.
- C** The City is alerting the public that detours will be in effect, and construction noise and lighting may be noticeable. In order to minimize the length of the construction period and accommodate the Caltrain commute schedule, work will occur continuously during the road closures.
- E** We appreciate your patience while we work toward improved pavement conditions at these locations. Please contact the Sunnyvale Department of Public Works at (888) 555-1234 with any questions or comments. Site maps of the road closure locations and detailed maps are available on the City's Web site at [www.ci.sunnyvale.ca.us/news-releases/0103281a.htm](http://www.ci.sunnyvale.ca.us/news-releases/0103281a.htm).

# Reading a Web Page

If you need information for a report, project, or hobby, the World Wide Web can probably help you. The tips below will help you understand the Web pages you read. As you look at the tips, notice where they match up to the sample Web page on the right.

- A** Notice the page's **Web address**, or URL. You may want to write it down in case you need to access the same page at another time.
- B** Look for **menu bars** along the top, bottom, or side of the page. These guide you to other parts of the site that may be useful.
- C** Look for **links** to other parts of the site or to related pages. Links are often shown as underlined words.
- D** Use a **search** feature to quickly find out whether information about a specific topic can be found anywhere on the site.

**MARK IT UP** ▶ Read the Web site on the next page. Then use the information from the site and the tips above to answer the questions.

1. Circle the Web address.
2. What link would you click on to view actual video segments of a storm? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. Read the description of the link "Lt. Governor Mary Fallin." What would you expect to find if you clicked on this link? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Circle the link that would help you find newspaper articles about tornadoes in Kansas.
5. **ASSESSMENT PRACTICE** Circle the letter of the correct answer.  
 This site is designed to give information about
  - A. how the National Weather Service predicts the weather.
  - B. the ten worst storms of all time.
  - C. tornadoes in the Midwest.
  - D. killer tropical storms.

Location: <http://www.pbs.org/newshour>

B



[PBS Home](#) [Search](#) [Programs A-Z](#) [TV Schedules](#) [Shop](#) [Station Finder](#)

## Online NewsHour

# Killer Tornadoes in the Midwest

An Online NewsHour Focus



### Federal Information

- ▶ [Federal Emergency Management Agency](#)
- ▶ [National Weather Service](#)
- ▶ [Tornado Preparedness Information](#)

### Helpful Phone Numbers Oklahoma

- Red Cross Hotline: (800) HELP-NOW
- Oklahoma Highway Patrol Highway Hotline: (405) 425-2385
- Missing Persons Hotline: (405) 680-2166
- Oklahoma Blood Institute (405) 297-5700

### Helpful Numbers Wichita

- To locate family members, you can call the Salvation Army at (316) 263-2769.
- To volunteer or make a donation, you can call the Red Cross at (316) 265-6601.

### Tennessee Storms

- ▶ [Storms in Tennessee](#) kill four people. (5/7)

### Dealing with Disaster

- ▶ [Betty Ann Bowser](#) reports on two [Oklahoma survivors](#) of Monday's deadly tornadoes. (5/6)

### Picking Up the Pieces

- ▶ An update on [damage from the tornadoes](#) in the Midwest. (5/5)

### Lt. Governor Mary Fallin

- ▶ [Oklahoma's Lieutenant Governor](#) discusses the situation in her state. (5/4)

### The Science of the Storm

- ▶ [Joe Schaefer](#), [director of the Storm Prediction Center](#), on why the tornadoes were so strong. (5/4)

### RealVideo Segments

- ▶ [A full report](#) on the aftermath in Oklahoma and Kansas. (5/4)
- ▶ [Oklahoma Lt. Governor Mary Fallin](#). (5/4)

### RealAudio Comments

- ▶ [Oklahoma Governor Frank Keating](#) and other officials brief reporters on the situation. (5/4)
- ▶ [President Clinton](#) comments on the Oklahoma and Kansas tornadoes. (5/4)

### Oklahoma Resources

The following are some local Oklahoma informational resources:

- ▶ [The Daily Oklahoman](#) - The daily newspaper
- ▶ [Disaster News Network: The Oklahoma Response](#)
- ▶ [The Red Cross' Oklahoma Office](#) - Coverage of the tornado
- ▶ [Oklahoma News Report](#) - The nightly news produced by Oklahoma Public Television

### Kansas Resources

The following are some local Kansas informational resources:

- ▶ [KPTS](#) - The Wichita PBS station
- ▶ [The Wichita Eagle](#) - Daily Newspaper
- ▶ The news from Haysville, KS.

[home](#) [newshourindex](#) [search](#) [forum](#) [shields&gigot](#) [letters](#) [essays&dialogues](#) [off camera](#)

**D** [home](#) | [newshour index](#) | [search](#) | [forum](#) | [shields & gigot](#) | [letters](#) | [essays & dialogues](#) | [off camera](#) | [pbs online](#)

# Reading Technical Directions

Reading technical directions will help you understand how to use the products you buy. Use the following tips to help you read a variety of technical directions.

- A** Read the **title** to learn what material the page covers.
- B** Look carefully at any **diagrams** or **other images** of the product.
- C** Read **all the directions** carefully at least once before using the product.
- D** Look for **numbers** or **letters** that give the steps in sequence.
- E** Watch for **warnings** or **notes** with more information.

**MARK IT UP** Use the above tips and the technical directions on the next page to help you answer the following questions.

1. What does this page explain how to do? \_\_\_\_\_  
\_\_\_\_\_
2. Underline the instructions that explain how you select a menu item.
3. What key should you press to zoom in? \_\_\_\_\_  
\_\_\_\_\_
4. What key should you press to display the new window settings? \_\_\_\_\_  
\_\_\_\_\_
5. **ASSESSMENT PRACTICE** Circle the letter of the correct answer.  
The area of the graphing calculator used to display data is called  
**A.** the function.  
**B.** the viewing window.  
**C.** the display.  
**D.** the zoom.

## Using a Graphing Calculator

### A Zooming on the Graph

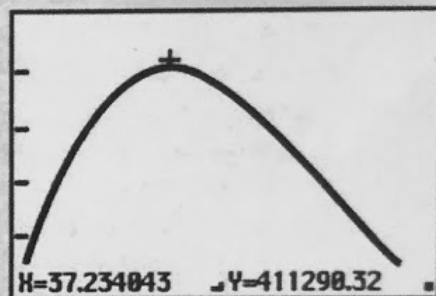
You can magnify the viewing **WINDOW** around a specific location using the **ZOOM** instructions to help identify maximums, minimums, roots, and intersections of functions.

1. Press **ZOOM** to display the **ZOOM** menu.

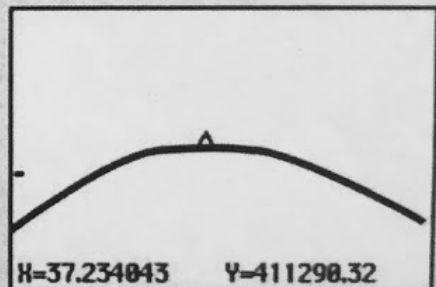
```
ZOOM MEMORY B
1: ZBox
2: Zoom In
3: Zoom Out
4: ZDecimal
5: ZSquare
6: ZStandard
7↓ ZTrig
```

- C** This menu is typical of JX-82 menus. To select an item, you may either press the number to the left of the item, or you may press **▼** until the item number is highlighted and then press **ENTER**.

2. To zoom in, press **2**. The graph is displayed again. The cursor has changed to indicate that you are using a **ZOOM** instruction.



3. Use **◀**, **▲**, **▶**, and **▼** to position the cursor near the maximum value on the function and press **ENTER**.



- E** The new viewing **WINDOW** is displayed. It has been adjusted in both the **X** and **Y** directions by factors of 4, the values for **ZOOM** factors.

4. Press **WINDOW** to display the new **WINDOW** settings.

```
WINDOW FORMAT
Xmin=24.734042...
Xmax=49.734042...
Xsc1=10
Ymin=348790.32...
Ymax=473790.32...
Ysc1=100000
```



# Product Information: Safety Guidelines

Reading Beyond the Classroom

Safety guidelines are facts and recommendations provided by government agencies or product manufacturers offering instructions and warnings about safe use of these products. Learning to read and follow such guidelines is important for your own safety. Look at the sample guidelines as you read each strategy below.

- A** The **title** identifies what product the safety guidelines focus on.
- B** This section lists **recommendations** that product owners and users should follow in order to ensure safe usage of the product.
- C** This section lists the **hazards** associated with the product.
- D** This section includes a phone number and e-mail address where dangerous products or product-related injuries can be reported.

## **A** Pool Safety Information

The U.S. Consumer Product Safety Commission (CPSC) recommends that parents install the following safety devices to prevent access and give parents time to locate a child before tragedy strikes:

- B**
  - A fence or barrier at least 4 feet high with no footholds or handholds should surround the entire pool.
  - If a wall of the house serves as a side of the barrier, alarms should be installed on the house doors.
  - In addition to the barriers, a power safety cover should protect the pool when it is not in use.

**C** CPSC warns about these **hazards** related to pools:

**Drownings**—For children under 5, drowning is the leading cause of accidental death in the home in states such as California, Arizona, Texas, and Florida. A child can drown in less than 5 minutes.

**Submersion Injuries**—Each year more than 2,000 young children are treated in hospital emergency rooms nationwide for submersion injuries, such as brain damage.

**D** To report a dangerous product or a product-related injury, call CPSC's hotline at (800) 638-2772 or report product hazards to [info@cpsc.gov](mailto:info@cpsc.gov).

SOURCE: press release from Consumer Product Safety Commission:  
<http://www.kidsource.com/CPSC/pool.safety.html>

**MARK IT UP** Read the safety guidelines to help you answer these questions.

1. Circle the major cause of death in the home for children under age 5 in California.
2. What should parents do when a pool is not being used? \_\_\_\_\_
3. Circle the e-mail address you can use to report a dangerous product or a pool-related injury.
4. **ASSESSMENT PRACTICE** These safety guidelines are from the
  - A. California Pool Owners' Association.
  - B. Consumer Product Safety Commission.
  - C. Parents for Pool Safety Network.
  - D. Pool and Spa Manufacturers Association.

# Reading a Museum Schedule

Knowing how to read a museum schedule accurately will help you figure out how to plan your visit. Look at the example as you read each strategy on this list.

- A** Scan the **title** to know what the schedule covers.
- B** Look for **labels** that show **dates** or **days of the week** to help you understand how the weekly or daily schedule works.
- C** Look for **expressions of time** to know what hours or minutes are listed on the schedule.
- D** Study the **labels** identifying the different events on the schedule.
- E** Look for **changes** or **exceptions** to the regular schedule.

<b>A National Museum of Natural History Summer Schedule</b>	
<b>Extended Summer Hours</b> <i>Through September 2. Regular museum hours resume September 3. Note: The museum will be closed on July 4.</i>	<b>B Days of the Week</b> Tuesday–Sunday
	<b>Times C</b> 10 a.m. to 8 p.m. (except when preempted by a special event)
<b>IMAX Theater</b>	The Johnson IMAX® Theater will show late movies at the following times: 5:45 p.m., 6:45 p.m., and 7:45 p.m. On Fridays and Saturdays, there will be an extra show at 8:45 p.m.
<b>D O. Orkin Insect Zoo</b>	The O. Orkin Insect Zoo on the museum's second floor is an exhibition of living insects and their relatives.
<b>Butterfly Habitat Garden</b>	Tours of the garden meet at garden entrance, Madison Dr. and 9th St. Tour Schedule: Thursdays at 2:00 p.m. through September. <b>E</b>
<b>Tarantula Exhibit</b>	Tarantula feeding schedule: Tuesday–Friday at the following times: 10:30 a.m., 11:30 a.m., and 1:30 p.m.

**MARK IT UP** Answer the following questions using the museum schedule and the strategies on this page.

- Underline the most popular exhibits.
  - Circle the museum's regular hours.
  - On what days can you watch the tarantula feedings? \_\_\_\_\_
- 4. ASSESSMENT PRACTICE** On what holiday is the museum closed?  
 A. July 4      B. Labor Day      C. Martin Luther King Day      D. Memorial Day