

Practice Following Directions

You must follow directions exactly on a job application. Read the directions before you start to answer any questions. Here are some directions (instructions) to practice:

Directions:	Practice Here:
Print your name. Use only black ink.	
Sign your name.	
Write today's date: mm/dd/yyyy	
Write your street address.	
Write FL and your zip code.	
Write your current job. Circle the first letter.	
Birthplace.	
Employer.	
Home Phone.	
Print your name. Put a check mark over your first name. Underline your last name. Put a circle around your middle name or initial.	
Write today's date in blue ink.	

There are Many Ways to Mark an Answer

Be sure to mark answers the correct way.

This is an X. This is a checkmark: ✓.

This is a box: This is a circle:

In the box (right) please list 4 places you have lived. Which place did you live in first? Put a box in front of that place. Put a checkmark in front of your second place. Put an X after your third place. Put a small circle in front of your last place. Then fill in the circle completely.
