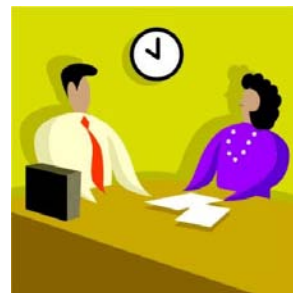




# Employment



## INTRODUCTION

Before tutors and students can begin planning lessons, goals need to be set according to those expressed by the student and his/her existing level of English. Once the goals have been set (to gain employment, to be able to shop independently, to be able to communicate with their children's teachers, etc.) then the planning can begin.

This packet (1 of 10) has been developed to assist tutors in creating lessons that will help students in a practical manner in their every-day life. Life skills are listed under each topic or subject with ideas for practice activities. The use of real-life material, e.g. actual application forms, the telephone directory, the newspaper, in the lesson provides the student an opportunity to practice in a safe, non-threatening environment. Some examples of real-life material are included.

To give the tutor and the student satisfaction that progress is being made toward the goals, an **Achievement Log** has been developed. The log is for the recording by the student of those accomplishments achieved beyond and outside the lesson time. It might be that your student can now make phone calls, help a child with homework, write a note or fill out an application form. An awareness of these changes will motivate your student to set the next goals.

### Materials for These Techniques

Newspaper Classified Ads	3" x 5" index cards
Telephone Directories	Colored Markers
Job Application Blanks	Post-It Notes
Company Policy Handbooks	Safety Signs

## EMPLOYMENT

**Here are some life skills that can be used as the basis for a lesson with suggestions for practice activities.**

### **Looking for Employment:**

1. Understand job sources, e.g. want ads, networking, employment agencies, Internet.

Suggestions: Discuss different occupations. Find, read, and circle examples of jobs in the want ads that the learner is interested in. Discuss abbreviations and job-related vocabulary. Discuss importance of networking. Find and discuss jobs posted on the Internet. Discuss how employment agencies work and where to find them. (See page 14).

2. Understand and apply for a Social Security card.

Suggestions: Discuss what it is for and where to apply for it.

3. Understand and apply for a green card.

Suggestions: Discuss what it is for and where to apply for it.

4. Fill out a job application.

Suggestions: Collect an assortment of application forms. List important words. Speak and read the words. Find them on the application forms. Fill out the application forms. (See pages 9-12)

5. Prepare a resume and cover letter.

Suggestions: Discuss and record what job qualifications and work experience the learner has and what other information is needed for a resume. Research appropriate type of resume for the learner's qualifications and position. Discuss how to get background information from the Internet about companies advertising vacancies. (See page 8).

6. Make a call scheduling an interview.

Suggestions: Role play the call.

7. Understand and respond to questions in an interview.

Suggestions: Discuss what questions might be asked and what standards of behavior are expected in an interview. Role play a personal interview

and a phone interview. If possible, video tape the personal interview and tape record the phone interview for playback and discussion later. If possible, set up a mock interview with someone who has experience in interviewing and ask for his/her feedback.

8. Write a thank-you letter for an interview.
9. Write a follow-up letter for an interview.
10. Write a letter requesting the status of a job application submitted previously.
11. Understand basic computer operations.

Suggestions: Find out if the local library has computers for use. Discuss what programs are available and introduce the learner to the computer. Talk about the possibility of taking computer classes.

12. Write and read a short work memo.

Suggestions: Discuss what messages the learner might have to take and read. Select the words that the learner might need for these messages. Practice writing and reading memos.

### **On the job:**

1. Understand the American work culture, e.g. punctuality, teamwork, congeniality, cooperation, etc.
2. Understand signs, charts, and safety procedures.

Suggestions: Ask the learner to observe and bring to class any forms, charts, and copies of signs that he/she doesn't understand.

3. Understand payroll forms, employee handbooks, company policies, union and employee contracts.

Suggestions: Read and understand the words used in employee handbooks, company policy statements, and employee contracts. Practice filling out a W-4 form. (See page 13).

4. Call in with an excuse for an absence.

Suggestions: Discuss what would be acceptable as a reason for an absence. Role play making the call.

5. Ask for a raise.

Suggestions: Discuss when it is appropriate to ask for a raise and what words to use. Role play the conversation.

6. Arrange for time off.

Suggestions: Discuss when time off could be expected. Together practice the conversation.

7. Complain about working conditions.

Suggestions: Discuss what would be considered reasonable working conditions. Practice the conversation together.

8. Understand appropriate skills and education needed for improving one's performance on the job.

Suggestions: Discuss any job-related goals that the learner might have and what he/she may need to do to reach these goals.

## Activities for Building Vocabulary

**Scavenger/Treasure Hunt:** Make a list of words relating to the topic being studied, e.g. food, furniture, dictionary terms, etc. and ask the student to find them as you follow along, or if feasible, bring the objects to you. Variation: Say the word and ask the student to write the word on a Post-It Note and attach it to the located object.

**Scrabble Game.** Distribute the Scrabble tiles as directed by the game. Ask the student to spell out any word he/she can with these pieces. Play and score as in regular Scrabble as you and the student compete for points. Variation: Have student throw a die to determine how many tiles can be picked from all the tiles on the table and used to form words.

**Reading Numbers.** Create a deck of cards consisting of one digit on each card. Shuffle and lay down three cards, for example 352, and read the number aloud. Ask student to place one card next to any of the three digits and then read aloud the resulting number. For example, placing a 4 next to the first card results in “four hundred fifty-two.” Placing a 4 next to the second card results in “three thousand four hundred fifty-two.” Variation: Place a dollar sign to the left and include a decimal.<sup>1</sup>

**Board Game.** Trace around a quarter to form a series of circles across the top, bottom, and both sides of a sheet of paper. Write a vocabulary word inside each circle. Ask student to roll a die and move his/her marker (button or penny) that many spaces and then say a sentence using the word on which he/she landed. Variation: Play the same way but student asks a question using the word landed on.<sup>2</sup>

**Dictation.** Select or compose a short story or passage containing vocabulary words studied. Dictate the story. Provide the student with a printed version of the story with lines representing words omitted. Ask the student to listen to the story and write in the missing words on the lines provided as the dictation is given. Gauge the number of missing words according to the ability of the student—provide a small number for beginners and a larger number for more advanced students. Variation: Record the story on a tape so the student can do it as homework and can listen to the tape as often as needed.

**Strip Story.** For beginning students, write each sentence that makes up a short story on strips of paper. For more advanced students write the main events that make up a story on strips of paper, one event to each strip. Read the story to the student or ask the student to read it. Ask the student to arrange the strips of paper in the proper order of the story.

**Concentration.** Write matching pairs of vocabulary words on cards, e.g. holidays and the dates, antonyms, synonyms, idioms, etc. Place the cards face down on the table. Student turns over one card and tries to find the matching card. If cards match, they are left on the table face up. If cards do not match, both cards are turned over and two more cards are selected. Game continues until all cards have been turned over. Variation: Play this game with two or more students.

<sup>1</sup> Source: Hands-on English, Vol. 11, No. 1, May/June, 2001.

<sup>2</sup> Source: Hands-on English, Vol. 12, No. 5, January/February, 2003.

## Create Your Own Wordsearch

Name: \_\_\_\_\_ Date: \_\_\_\_\_

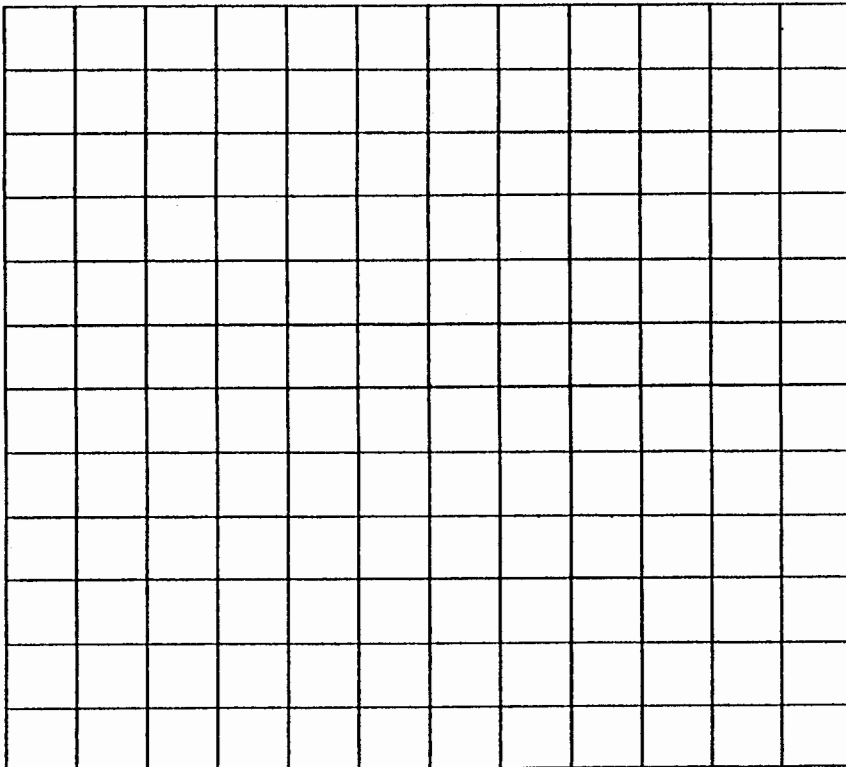
A	P	P	L	I	C	A	T	I	O	N	Y
F	P	O	R	S	L	E	A	Y	E	Z	X
X	E	M	P	L	O	Y	M	E	N	T	D
L	M	C	O	L	L	E	G	E	K	O	P
R	E	S	T	A	U	R	A	N	T	H	O
G	F	L	M	N	O	F	F	I	C	E	D
S	C	H	O	O	L	G	H	S	P	L	M
H	L	E	D	U	C	A	T	I	O	N	D
K	M	O	N	R	E	C	E	N	T	P	T
T	N	C	O	M	P	A	N	Y	H	K	O
F	L	M	K	O	G	R	S	T	U	Y	W
L	O	C	A	T	I	O	N	S	K	M	N

Words:

✓ LOCATION  
 RECENT  
 SCHOOL  
 RESTAURANT  
 OFFICE  
 COLLEGE  
 LEAVE  
 APPLICATION  
 EMPLOYMENT  
 EDUCATION  
 COMPANY

## Create Your Own Wordsearch

Name: \_\_\_\_\_ Date: \_\_\_\_\_



**Words:**



## Resume Outline

**Your Name**  
**Street Address**  
**City, State, Zip Code**  
**Phone Number**  
**E-mail Address**

### OBJECTIVE

In this section describe the job you are applying for, your employment goals, your personal strengths, reasons why you feel qualified for the position.

### WORK HISTORY

**Describe your last job (the company, your position, responsibilities, etc.)**

*Type the beginning and ending dates*

Use verbs to tell about your work and accomplishments.

**Describe your job before that**

*Type the beginning and ending dates*

Tell about your work and accomplishments.

**And the job before that**

*Type the beginning and ending dates*

Tell about your work and accomplishments

**And the job before that**

*Type the beginning and ending dates*

Tell about your work and accomplishments.

### EDUCATION

**Latest Certificate or degree**

Name of school and accomplishments

**Training before that**

Name of school and accomplishments

**Training before that**

Name of school and accomplishments.

### AWARDS/COMMUNITY SERVICE

Describe personal accomplishments in community clubs, church, service groups, etc.  
Other personal accomplishments.

# EMPLOYMENT APPLICATION

This McDonald's Franchise is an equal opportunity employer committed to a diverse work force. In order to assist us in our efforts, we invite you to voluntarily provide responses to the following requests for information. Failure to respond will not subject you to adverse treatment. This form will be kept strictly confidential and will not be retained with your application. Information provided will be used only in accordance with law and for equal opportunity purposes.

SEX  Male  Female  
 RACE/COLOR/NATIONAL ORIGIN  American Indian (1)  Hispanic (2)  Asian American (3)  White (4)  Black (5)  
 VETERAN  Disabled Veteran  Vietnam Era Veteran

NAME FIRST NAME \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_ LAST NAME \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_  
 APT. NO. OR BOX \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ STREET ADDRESS \_\_\_\_\_ AREA CODE \_\_\_\_\_ TEL. NO. \_\_\_\_\_

ARE YOU 18 OR OLDER?  YES  NO, IF NOT, AGE \_\_\_\_\_  
 EVER WORKED IN A McDONALD'S RESTAURANT BEFORE? IF YES, DATES, LOCATION AND REASON FOR LEAVING \_\_\_\_\_

**AVAILABILITY:**

TOTAL HOURS AVAILABLE PER WEEK \_\_\_\_\_

FROM	TO	M	T	W	T	F	S	S

ARE YOU LEGALLY ABLE TO BE EMPLOYED IN THE U.S.?  YES  NO  
 HOW DID YOU HEAR OF JOB? \_\_\_\_\_  
 HOW FAR DO YOU LIVE FROM RESTAURANT? \_\_\_\_\_  
 DO YOU HAVE TRANSPORTATION TO WORK? \_\_\_\_\_

**SCHOOL MOST RECENTLY ATTENDED:**

NAME \_\_\_\_\_ LOCATION \_\_\_\_\_ PHONE \_\_\_\_\_  
 TEACHER OR COUNSELOR \_\_\_\_\_ DEPT. \_\_\_\_\_ LAST GRADE COMPLETED \_\_\_\_\_ GRADE POINT AVERAGE \_\_\_\_\_  
 GRADUATED  YES  NO NOW ENROLLED?  YES  NO SPORTS OR ACTIVITIES \_\_\_\_\_

**TWO MOST RECENT JOBS: (IF NOT APPLICABLE, LIST U.S. MILITARY, WORK PERFORMED ON A VOLUNTARY BASIS OR PERSONAL REFERENCES)**

COMPANY \_\_\_\_\_ LOCATION \_\_\_\_\_  
 PHONE \_\_\_\_\_ JOB \_\_\_\_\_  
 SUPERVISOR \_\_\_\_\_ DATES WORKED: FROM \_\_\_\_\_ TO \_\_\_\_\_  
 SALARY \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_ **MGMT. REFERENCE CHECK DONE BY** \_\_\_\_\_  
 COMPANY \_\_\_\_\_ LOCATION \_\_\_\_\_  
 PHONE \_\_\_\_\_ JOB \_\_\_\_\_  
 SUPERVISOR \_\_\_\_\_ DATES WORKED: FROM \_\_\_\_\_ TO \_\_\_\_\_  
 SALARY \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_ **MGMT. REFERENCE CHECK DONE BY** \_\_\_\_\_

The Secretary of Health and Human Services has determined that certain diseases, including hepatitis A, salmonella, shigella, staphylococcus, streptococcus, giardia and campylobacter may prevent you from serving food or handling food equipment in a sanitary or healthy fashion. An essential function of this job involves handling and serving food, food service equipment and utensils in a sanitary and healthy fashion. Is there any reason why you cannot perform the essential functions of this job?  YES  NO If yes, explain: \_\_\_\_\_

\* DURING THE PAST 7 YEARS, HAVE YOU EVER BEEN CONVICTED OF A CRIME, EXCLUDING MISDEMEANORS AND TRAFFIC VIOLATIONS?  
 YES  NO IF YES, DESCRIBE IN FULL \_\_\_\_\_  
 \* A conviction will not necessarily bar you from employment.

I certify that the information contained on this application is correct to the best of my knowledge and understand that any omission or erroneous information is grounds for dismissal in accordance with the policy of this independent McDonald's franchise. 2. I authorize the references listed above to give you any and all information concerning my previous employment and pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. 3. I acknowledge that this independently owned and operated McDonald's franchise reserves the right to amend or modify the policies in its Handbook and other policies of this McDonald's franchise at any time, without prior notice. These policies do not create any promises or contractual obligations between this independent McDonald's franchise and its employees. At this McDonald's franchise, my employment is at will. This means I am free to terminate my employment at any time, for any reason, with or without cause, and this McDonald's franchise retains the same rights. The independent Owner/Operator of this McDonald's franchise is the only person who may make an exception to this, and it must be in writing and signed by the Owner/Operator of this restaurant is solely responsible for all terms, conditions and any other issues concerning my employment. DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

NOTE: Employees working in Massachusetts--see reverse side for important information.  
 This independent McDonald's franchise is an Affirmative Action and Equal Opportunity Employer. Various Federal, State, and Local laws prohibit discrimination on account of race, color, religion, sex, age, national origin, disability or veterans status. It is this McDonald's Franchise policy to comply fully with these laws, as applicable, and information requested on this application will not be used for any purpose prohibited by law.

**YOUR APPLICATION WILL BE CONSIDERED ACTIVE FOR 30 DAYS-FOR CONSIDERATION AFTER THAT YOU MUST REAPPLY. THIS RESTAURANT IS OWNED AND OPERATED BY AN INDEPENDENT McDONALD'S LICENSEE.**

# APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

**PERSONAL INFORMATION**

DATE \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

NAME

LAST

FIRST

MIDDLE

PRESENT ADDRESS

STREET

CITY

STATE

ZIP

PERMANENT ADDRESS

STREET

CITY

STATE

ZIP

PHONE NO. \_\_\_\_\_

ARE YOU 18 YEARS OR OLDER? Yes  No

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS?

Yes  \_\_\_\_\_ No  \_\_\_\_\_

**EMPLOYMENT DESIRED**

POSITION

DATE YOU CAN START

SALARY DESIRED

ARE YOU EMPLOYED NOW?

IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?

EVER APPLIED TO THIS COMPANY BEFORE?

WHERE?

WHEN?

REFERRED BY \_\_\_\_\_

EDUCATION	NAME AND LOCATION OF SCHOOL	*NO OF YEARS ATTENDED	*DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

**GENERAL**

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

SPECIAL SKILLS

ACTIVITIES: (CIVIC, ATHLETIC, ETC.)

EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.

U.S. MILITARY OR NAVAL SERVICE

RANK

PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES

\*This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 26, 1991.

**FORMER EMPLOYERS** (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST).

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

WHICH OF THESE JOBS DID YOU LIKE BEST?

WHAT DID YOU LIKE MOST ABOUT THIS JOB?

**REFERENCES:** GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

	NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1				
2				
3				

THE FOLLOWING STATEMENT APPLIES IN: MARYLAND & MASSACHUSETTS. (Fill in name of state)  
 IT IS UNLAWFUL IN THE STATE OF \_\_\_\_\_ TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A  
 CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE  
 SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.

\_\_\_\_\_  
 Signature of Applicant

IN CASE OF  
 EMERGENCY NOTIFY

NAME ADDRESS PHONE NO.

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN IT'S PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING."

DATE SIGNATURE

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY DATE

REMARKS:

NEATNESS ABILITY

HIRED:  Yes  No POSITION DEPT.

SALARY/WAGE DATE REPORTING TO WORK

APPROVED: 1. EMPLOYMENT MANAGER 2. DEPT. HEAD 3. GENERAL MANAGER

This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination. This Application for Employment Form is sold for general use throughout the United States. TDPS assumes no responsibility for the inclusion in said form of any questions which, when asked by the Employer of the Job Applicant, may violate State and/or Federal Law.

**Employment Eligibility Verification**

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work eligible individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Verification.** To be completed and signed by employee at the time employment begins.

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #

<p><b>I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.</b></p>	<p>I attest, under penalty of perjury, that I am (check one of the following):</p> <p><input type="checkbox"/> A citizen or national of the United States</p> <p><input type="checkbox"/> A Lawful Permanent Resident (Alien # A _____)</p> <p><input type="checkbox"/> An alien authorized to work until ___/___/___ (Alien # or Admission #) _____</p>
Employee's Signature	Date (month/day/year)

**Preparer and/or Translator Certification.** (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

**Section 2. Employer Review and Verification.** To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s)

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): ___/___/___		___/___/___		___/___/___
Document #: _____		_____		_____
Expiration Date (if any): ___/___/___		_____		_____

**CERTIFICATION -** I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) \_\_\_/\_\_\_/\_\_\_ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name		Date (month/day/year)
Address (Street Name and Number, City, State, Zip Code)		

**Section 3. Updating and Reverification.** To be completed and signed by employer.

A. New Name (if applicable)	B. Date of rehire (month/day/year) (if applicable)
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.	
Document Title: _____ Document #: _____ Expiration Date (if any): ___/___/___	

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (month/day/year)
--	-----------------------

# Form W-4 (2004)

**Purpose.** Complete Form W-4 so that your employer can withhold the correct Federal income tax from your pay. Because your tax situation may change, you may want to refigure your withholding each year.

**Exemption from withholding.** If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2004 expires February 16, 2005. See **Pub. 505**, Tax Withholding and Estimated Tax.

**Note:** You cannot claim exemption from withholding if: (a) your income exceeds \$800 and includes more than \$250 of unearned income (e.g., interest and dividends) and (b) another person can claim you as a dependent on their tax return.

**Basic instructions.** If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 adjust your withholding allowances based on itemized

deductions, certain credits, adjustments to income, or two-earner/two-job situations. Complete all worksheets that apply. **However, you may claim fewer (or zero) allowances.**

**Head of household.** Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See line **E** below.

**Tax credits.** You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See **Pub. 919**, How Do I Adjust My Tax Withholding? for information on converting your other credits into withholding allowances.

**Nonwage income.** If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using

**Form 1040-ES**, Estimated Tax for Individuals. Otherwise, you may owe additional tax.

**Two earners/two jobs.** If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others.

**Nonresident alien.** If you are a nonresident alien, see the **Instructions for Form 8233** before completing this Form W-4.

**Check your withholding.** After your Form W-4 takes effect, use Pub. 919 to see how the dollar amount you are having withheld compares to your projected total tax for 2004. See Pub. 919, especially if your earnings exceed \$125,000 (Single) or \$175,000 (Married).

**Recent name change?** If your name on line 1 differs from that shown on your social security card, call 1-800-772-1213 to initiate a name change and obtain a social security card showing your correct name.

## Personal Allowances Worksheet (Keep for your records.)

**A** Enter "1" for **yourself** if no one else can claim you as a dependent . . . . . **A** \_\_\_\_\_

**B** Enter "1" if: } 

- You are single and have only one job; or
- You are married, have only one job, and your spouse does not work; or
- Your wages from a second job or your spouse's wages (or the total of both) are \$1,000 or less.
 . . . . . **B** \_\_\_\_\_

**C** Enter "1" for your **spouse**. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) . . . . . **C** \_\_\_\_\_

**D** Enter number of **dependents** (other than your spouse or yourself) you will claim on your tax return . . . . . **D** \_\_\_\_\_

**E** Enter "1" if you will file as **head of household** on your tax return (see conditions under **Head of household** above) . . . . . **E** \_\_\_\_\_

**F** Enter "1" if you have at least \$1,500 of **child or dependent care expenses** for which you plan to claim a credit . . . . . **F** \_\_\_\_\_

**(Note: Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)**

**G Child Tax Credit** (including additional child tax credit):

- If your total income will be less than \$52,000 (\$77,000 if married), enter "2" for each eligible child.
- If your total income will be between \$52,000 and \$84,000 (\$77,000 and \$119,000 if married), enter "1" for each eligible child plus "1" **additional** if you have four or more eligible children. **G** \_\_\_\_\_

**H** Add lines A through G and enter total here. **Note:** This may be different from the number of exemptions you claim on your tax return. **H** \_\_\_\_\_

For accuracy, complete all worksheets that apply. } 

- If you plan to **itemize or claim adjustments to income** and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
- If you have **more than one job** or are **married and you and your spouse both work** and the combined earnings from all jobs exceed \$35,000 (\$25,000 if married) see the **Two-Earner/Two-Job Worksheet** on page 2 to avoid having too little tax withheld.
- If **neither** of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4 below.

Cut here and give Form W-4 to your employer. Keep the top part for your records.

Form <b>W-4</b> <small>Department of the Treasury Internal Revenue Service</small>	<b>Employee's Withholding Allowance Certificate</b>	<small>OMB No. 1545-0010</small> <b>2004</b>
<b>▶ Your employer must send a copy of this form to the IRS if: (a) you claim more than 10 allowances or (b) you claim "Exempt" and your wages are normally more than \$200 per week.</b>		
1 Type or print your first name and middle initial _____ Last name _____		2 Your social security number _____
Home address (number and street or rural route) _____		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <small>Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.</small>
City or town, state, and ZIP code _____		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a new card. <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2) _____		5 _____
6 Additional amount, if any, you want withheld from each paycheck _____		6 \$ _____
7 I claim exemption from withholding for 2004, and I certify that I meet <b>both</b> of the following conditions for exemption: <ul style="list-style-type: none"> <li>• Last year I had a right to a refund of <b>all</b> Federal income tax withheld because I had <b>no</b> tax liability <b>and</b></li> <li>• This year I expect a refund of <b>all</b> Federal income tax withheld because I expect to have <b>no</b> tax liability.</li> </ul> If you meet both conditions, write "Exempt" here _____ ▶ 7 _____		
<small>Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate, or I am entitled to claim exempt status.</small>		
Employee's signature <small>(Form is not valid unless you sign it.) ▶</small>		Date ▶ _____
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) _____		9 Office code (optional) _____
		10 Employer identification number (EIN) _____

**HELP WANTED**

**RESTAURANT MANAGER**  
Alfies Inn  
Oswego, IL  
We are looking for an energetic, self-motivated individual to come join our team. We offer a competitive salary, bonus potential and advancement. E-mail your resume to [Alfiesinn@aol.com](mailto:Alfiesinn@aol.com)  
**Web CB219973**

**RESTAURANT MANAGERS**  
★ STOP WASTING TIME! ★  
We represent over 50 of the best companies nationwide, and are currently looking for quality restaurant managers like you. Just send your resume & we'll do the rest at no cost to you. E-mail: [jetlin@westnet.net](mailto:jetlin@westnet.net)  
Fax: 847-821-9912  
**Web CB228111**

**RESTAURANT**  
Golf club seeks Wait, Bar & Bus Staff, also Banquet staff needed, Cooks & Dishwashers. Apply in person at Seven Bridges Golf Club, One Mulligan Dr., Woodridge, IL 60517 any day between 9 a.m. to 11 a.m., and 2 p.m. to 6 p.m.  
**Web CB220951**

**Restaurant NORTHSHORE FINE DINING RESTAURANT** is looking for qualified, detail oriented pastry cook & line cook. 2yrs or better exp needed. Culinary grad a plus. Fax resumes to: 847-234-5451 or e-mail: [jumbalaya1325@yahoo.com](mailto:jumbalaya1325@yahoo.com) or call 847-234-6246  
**Web CB207954**

**Restaurant Manager**  
We have local career opportunities to match your ambition! Email resume to [jgriimm@food.com](mailto:jgriimm@food.com) or fax to 312-372-3743  
**Web CB205284**

**RESTAURANT**  
EXPD WAIT STAFF  
Casual fine dining. North Shore  
Call 847-441-3100 or fax 847-441-9200.  
**Web CB213947**

**RESTAURANTS** - High profile rest. seeking FT Rustic Baker. Must be proficient in rustic breads/desserts. Send resume: [cheffkelly99@comcast.net](mailto:cheffkelly99@comcast.net)  
**Web CB220802**

**RESTAURANT**  
Evanston fine dining restaurant needs a very experienced Waiter & a Wine Bar Manager. Fax resume: 847-570-9839  
**Web CB221986**

**RESTAURANT** - Exp Line Cook  
High volume Oak Pk rest. Apply in person btwn 1-4p daily. 825 S Oak Park Ave. Oak Park  
**Web CB214305**

**RESTAURANT**  
Ruffled Feathers GC., now hiring Expd. Bartenders & Servers. Call 630-257-1000  
**Web CB220968**

**College Grad Job Fair**  
THIS THURSDAY  
Hey Class of 2004!  
Did you just graduate from college with a degree in interior design, graphic arts, liberal arts or business?  
We want to meet you!

Attend our 'COLLEGE GRAD JOB FAIR' on Thursday, June 3 from 1pm till 5pm at our Oak Brook store. For more details see our ad on the Front Page of today's Careerbuilder section.  
**Class of 2004 Welcome!**

We are looking for a few great college grads to join our Design Team! We have just a few Designer positions open (and we only hire the best!) - so be sure to pre-register for the Walter E. Smith 'COLLEGE GRAD JOB FAIR'.

**HELP WANTED**

**RETAIL SALES**  
Major appliance retailer is seeking aggressive, self-motivated sales person for all locations. Experienced floor sales person can make in excess of \$100K comm. Excellent benefits, 401K. Send resume to: Plass Appliance, 134 N York Rd., Elmhurst, IL 60126, attn Mr. Subka.  
**Web CB208927**

**Retail Sales/Interior Design.**  
Fax resume 847-328-1785  
[karia@domiclienturniture.com](mailto:karia@domiclienturniture.com)

**RETAIL: WINNETKA BOUTIQUE**  
LOOKING FOR PART-TIME SEAMSTRESS WITH SALES EXP. & FOLLOWING. CALL PAM: 847-446-3900.  
**Web CB215348**

**ROOFERS:** NW Indiana & Chgo. U.S. Roofing  
Fax resumes: 219-873-1896  
**Web CB227665**

Find job listings every Monday through Friday in the Chicago Tribune Classified section. Saturdays in the Business section and Sundays in CareerBuilder. Or go online at CareerBuilder.com

Like the job listing but not qualified for the job?

**GET QUALIFIED!**

Check out the programs under the Training & Education banner on the back of today's CareerBuilder section

■■■■ SALES OPPORTUNITY! ■■■■  
A RARE OPPORTUNITY!  
LEADS LEADS LEADS  
Prosperity co., in the building products looking for motivated and career-minded individuals with great work habits. Prior industry exp. not nec. Prof'l training program provided. Average rep has in excess of \$65k in comm. Can earn 6 figures. Call Mr Sullivan 12-9  
■■■■ 800-466-5727 ■■■■  
**Web CB132247**

★ SALES/FURNITURE - PT ★  
We are an upscale furniture gallery in downtown Elmhurst. Design exp. pref'd. Please call: 630-832-1422 or fax resume to: 630-832-7309  
**Web CB208984**

SALES - Help homeowners with hail damage claims \$900 comm. per sale. 630-724-1470  
**Web CB204870**

\$\$\$ Sales Professionals \$\$\$  
**\$150,000 +**  
The ultimate sales opportunity!  
• Top \$\$\$ commissions!  
• Qualified lead program!  
• Outstanding int'l products!  
• MEGA BUCK cash bonuses!  
• \$ FREE vacations per year!  
(Tahiti, Hawaii, San Fran, NYC)  
• UNLIMITED residual income!  
• World class training and support provided by \$500K PROS!  
Call Mark: 847-490-8433  
**Web CB48909**

■■ SALES REPS DREAM! ■■

**HELP WANTED**

**Account Executive**  
Advertising sales opportunity with growing Publisher. Some sales experience required-2 to 3 yrs. magazine space sales preferred. Ability to travel 25% (domestic & international). Compensation: salary + commission. Fax resumes to: 630-653-2192 or mail to: Allured Publishing Corp., HR Manager, 362 S. Schmale Rd., Carol Stream, IL 60188  
**Web CB214812**

**ACCOUNT REPRESENTATIVE**  
Looking for energetic person who likes people to perform sales for fast growing R.E. Title Company in NW Suburbs. Title Exp. helpful, however not required for right candidate. Fax resumes to 847-797-9527.  
**Web CB231209**

**Animal Health Career Opportunity**  
Immediate Opening  
Rapidly-Growing  
Animal Health Company is seeking an experienced and successful sales representative to manage our Great Lakes Region.  
• Industry Experience Needed  
• Competitive Salary  
• Incentive Plan  
• Travel Required  
• All Expenses Paid  
• Full Benefit Package  
Forward Confidential Resume:  
**VEDCO**  
5503 Corporate Drive  
Saint Joseph, MO. 64507  
Attn: Craig Campbell  
Vedco, Inc  
an equal opportunity employer  
**Web CB217481**

**Sales**  
Are you enthusiastic, energetic and organized? Do you thrive in a fast paced multi-tasking environment? Do you have a strong amount of management and sales experience? Do you have evening and weekend availability? If you answered 'Yes' to all these questions, then we want to talk to you about an Assistant Manager position in the digital photography field. We're located at a local theme park in the Gurnee area. Please send your resume to: [ndoubek@core.com](mailto:ndoubek@core.com)  
Or call 847-336-6704  
**Web CB219556**

**Sales/Attitude**  
**Win Both Ways \$40K-\$100K +RESIDUALS**  
We are a national corporation based in Oak Brook, a new location of a \$9 billion host providing all merchant services.  
• New leads daily  
• Base plus/commission  
• \$300-\$600 per sale  
• Daily bonus/paid weekly  
• Comprehensive training  
Call Jack at 630-214-1065  
**Web CB127386**

**Sales/Automotive Professionals**  
wanted. No Auto exp. needed. Ethics req'd. Call Jim Fets 815-899-8500  
**Web CB215166**

**SALES**  
**AVERAGE PERFORMERS NEED NOT APPLY**

If you are truly a cut above, you owe it to yourself to check out an exciting opportunity with Polars. We are seeking a

**District Sales Manager**  
Visit us at [www.polarisindustries.com](http://www.polarisindustries.com) for full details. Resumes must be submitted via our website at [careers.polarisindustries.com](http://careers.polarisindustries.com)

No phone calls, please  
**POLARIS®**  
The Way Out.

**HELP WANTED**

**SALES**  
Business to business. Publisher of the #1 Spanish yellow pages directory in the U.S. needs more reps to cover this growing market.  
• If you've called on small businesses  
• If you have sold advertising  
• If you are a worker!  
We have leads. Call today 773-725-4959 or send resumes via fax to 773-725-8075 email: [alvresl@wbscglobal.net](mailto:alvresl@wbscglobal.net)  
**Web CB219755**

**SALES**  
**Canvassers**  
MWF 5-8, Sat. 10-2  
\$40/Day + Comm  
Call Pat 773-539-9530  
**Web CB195703**

**SALES**  
**CLOSERS WANTED**  
Established Evanston-based motion picture production company seeks highly motivated sales professionals with excellent phone skills to sell-end investments in feature films. Private Placement experience preferred. Strong closers only need apply. For more information call 847-864-7415, or fax resume to 847-864-7425.  
**Web CB221674**

**SALES**  
**COLLEGE GRADUATES**  
This is the opportunity you are looking for. Join our award winning sales team! We offer excellent training, prospecting lead plan, high income bonus, incentive plan and management opportunity if you have the will to win and want a high income opportunity call: 630-916-3105  
Tuesday, 8am to 1pm  
**Web CB215697**

**SALES - COMMUNICATIONS**  
AVAYA Systems Sales. Comp plan with benefits. E-mail: [fredj@tel-assist.com](mailto:fredj@tel-assist.com)  
**Web CB215625**

**Sales/Construction**  
**Resident Sales/Estimator**  
Lake Zurich based comp. looking for indiv w/ 5 yrs exp. in roofing or siding. Knowledge in window replacement a plus. Salary, comm. & benefit pkg depend upon exp. Please fax resume to 847-438-4007 or call Barb at 847-438-4131  
**Web CB212747**

**SALES - CONSTRUCTION**  
Comm/ind'l G.C. seeking sales professional. 10 yrs sales exp w/construction background. Send resume w/salary req's to: [genp2004@yahoo.com](mailto:genp2004@yahoo.com)  
**Web CB211257**

**Sales Consultative**  
**Account Executive**  
Chicago \$100K-\$125K  
We use the latest technology to deliver innovative and creative solutions to address our customers' business issues. BI seeks goal driven professionals with min of 7 yrs stable, direct sales experience and a clear track record of new business development success. We provide a dynamic and entrepreneurial environment where your passion for creating strategic partnerships with key executives in the Fortune 500 can flourish. Total compensation is not capped and is tied to performance. Offer includes favorable benefits. Apply online [www.biworldwide.com](http://www.biworldwide.com) or send resume and cover with salary history to [salesrecruiting@biworldwide.com](mailto:salesrecruiting@biworldwide.com).  
BI, The Business Improvement Company  
**Web CB127343**

**SALES - CREDIT PRODUCTS**  
Outside sales and surrounding areas. Pre-set appointments and leads provided. \$800 to \$2500 (comm) weekly realistic. Must be upbeat, positive attitude, self motivated.  
Fax resume: 405-928-2601  
**Web CB214840**

**HELP WANTED**

**SALES - Demonstrator, retail sales.** Nat'l promo co. \$200-400/day. Travel. Will train. 800-625-3777 BA-SP Mon-Fri.  
**Web CB230677**

**DIRECTOR OF SALES**

Custom private thermoformer seeks sales professional to head up its material handling packaging business unit. Product line is highly-engineered returnable packaging systems sold primarily to automotive markets. Ideal candidate: an aggressive self-starter, market maker, technical background, PC skills, education, presentation ability and experience selling to automotive markets. Potential to be company's next President. Must indicate salary requirements. Send resume to The Fabri-Form Co., Dept DS, P. O. Box 90, New Concord, OH 43762  
**Web CB218181**

**SALES**  
**Director of National Sales**  
Leading ground transportation firm seeks aggressive professional as Director of National Sales. We are looking for an experienced, enthusiastic leader interested in building customer satisfaction with new and existing customers. Advancement opportunities available. Fax resume to: 847-376-6103 or email to: [chicago.hr@ecarey.com](mailto:chicago.hr@ecarey.com)  
**Web CB127381**

**SALES ENGINEER**  
Leading mfg. co. in the sheet metal stamping & fabrication industry, loc. in NW subs near O'Hare Airport is expanding its sales dept. Position req. min. of 3-5 yrs exp in sales within a mfg. atmosphere. METALS bckgrnd pref'd. Resp. for strategic customer program mgmt, new customer mkt development, intra-departmental relations, ability to identify & prioritize key goals & objectives, create & maintain reports. Must be computer lit. Some travel req. Degree in Technology or Business. Qual cand send resume & cover letter incl sal history for immed. consideration to [jbarber@cmcmfg.com](mailto:jbarber@cmcmfg.com) or fax 847-437-9765  
**Web CB214042**

**SALES ENGINEER/MANAGER**  
Seeking highly motivated persons to sell PCB components, assay to elec. industry. Sal + comm. Fax res's 847-228-7526  
**Web CB231508**

**SALES/ESTATE PLANNING**  
Established firm seeks in-home Sales Reps to present estate planning package to prospective clients. \$80K+ income potential. Call Beau at 800-860-8275 x104  
**Web CB214973**

**Sales Excs \$100K (comm)**  
Will train. Major Telecom expansion. Downtown & sub's. Call Sal 630-499-1234 x161  
**Web CB230153**

**Sales Executive**  
Entrepreneurial, growing communications co. seeks highly motivated, results-oriented professional to sell custom publishing, promotional programs, educational & multimedia svcs to corp clients. Ideal candidate is accustomed to an extended sell cycle & is able to generate custom program ideas & manage the conceptual selling process from beginning to end. This ability to aggressively identify & court contacts at high-profile corporations. Will be accountable for generating new business & achieving sales goals. Must have excel presentation, listening, & written comm skills & be accustomed to working indep & in a team-based environ. Should have 10+ years sales exp working in publishing or related businesses & be a col-

**HELP WANTED**

**FIELD SALES REPRESENTATIVE**  
Thomas Equipment Ltd., a leading manufacturer of skid steer loaders, mini-skids, mini-excavators and portable screening plants, has a retail sales position open covering the Illinois counties of Kankakee, La Salle, Livingston, Marshall, Will and Cook, and the Indiana counties of Jasper, Lake, Newton and Porter. Duties include sales and rental of the full range of Thomas products, promoting parts and service support after the sale, and increasing the customer base while maintaining existing accounts. Construction equipment sales background preferred. Thomas offers a competitive salary plus commission, benefit package and a company vehicle.  
Send resume to: [jobs@thomasloaders.com](mailto:jobs@thomasloaders.com) or fax to: 708-474-7266  
EOE  
**Web CB231190**

**SALES**  
**FINANCE & INSURANCE**  
Fast-Paced retail environment looking for a highly motivated & resourceful candidate to work in dealership F&I. Experience preferred, but not mandatory. Fax resume and salary history to: 847-742-2295  
**Web CB176405**

**F&I SALES PROFESSIONALS**  
Chicago & Rockford, IL Territories

Universal Underwriters Group is the industry leader providing insurance and finance products for auto dealerships since 1922. As an F&I Sales Professional you will be a key player in the success of the sales team. We are looking for individuals to maximize profits with their dealership experience.  
We are seeking the best:  
• Former GMS, F&I Directors, or F&I Managers with hands-on F&I and retail experience.  
• Outside sales experience is a plus  
• The desire to earn big \$\$ based upon production with no cap on income.

In return we offer:  
• Solid Salary plus generous incentives based on production  
• Company car  
• All business expenses paid  
• Generous benefit package (401K, medical, dental, vision, etc.) effective immediately!

For immediate consideration, send your resume to our corporate headquarters at:

**UNIVERSAL UNDERWRITERS GROUP**  
7045 College Blvd  
Overland Park, KS 66211  
To apply online visit our website at [www.universalunderwriters.com](http://www.universalunderwriters.com) EOE  
**Web CB231245**

**Sales**  
Full-Time Sales Representative for growing out patient physical therapy practice. Friendly, ambitious, aggressive and energetic to market our services to physicians. Experience preferred. Near South, Near West and Near North suburbs. Fax resumes to 708-423-7999.  
**Web CB226402**

**Sales**  
Great commissions! An abundance of qualified leads! A chance for advancement within the company. Bathroom remodeling sales. We are looking for highly experienced professional closers. Please call 708-763-9914 ask for John.  
**Web CB209000**

# ACHIEVEMENT LIST OF REAL LIFE SKILLS USING ENGLISH

Name of learner: \_\_\_\_\_ Date: \_\_\_\_\_

Name of tutor: \_\_\_\_\_

What have you achieved and what are you able to do now or do better in everyday life?	Listen	Speak	Read	Write
Found, read, and understood appropriate want ads			✓	
Made a call inquiring about a job.	✓	✓		
Filled out an application blank			✓	✓

**Check (✓) any changes/achievements:**

	✓	Date
Received US Citizenship		
Registered to Vote or Voted for the first time		
Gained Employment		
Obtained Job Advancement		
Obtained GED		
Entered other Ed. or Voc. Program		

**What do you still want to learn?**

---



---

**What do you want to be able to do?**

---



---