

Skills QuickCheck

PLEASE PRINT

CURRENT AS OF 9/97

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for _____ Date of application ____ / ____ / ____

Name _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP CODE

Telephone # (____) _____ Mobile/Beeper/Other Phone # (____) _____ Social Security # _____

Math Skills

The following problems measure your understanding of basic math functions. You are to place a checkmark in front of the appropriate response. While you will not be timed, you should complete this section within 3 minutes.

- | | | | |
|---|--|--|--|
| 1. $\begin{array}{r} 348 \\ + 57 \\ \hline \end{array}$ | <input type="checkbox"/> 305
<input type="checkbox"/> 395
<input type="checkbox"/> 405
<input type="checkbox"/> 415 | 6. $4 \times 15 =$ | <input type="checkbox"/> 50
<input type="checkbox"/> 60
<input type="checkbox"/> 70
<input type="checkbox"/> 80 |
| 2. $\begin{array}{r} 43 \\ - 15 \\ \hline \end{array}$ | <input type="checkbox"/> 28
<input type="checkbox"/> 32
<input type="checkbox"/> 38
<input type="checkbox"/> 42 | 7. $\begin{array}{r} 495 \\ + 236 \\ \hline \end{array}$ | <input type="checkbox"/> 731
<input type="checkbox"/> 741
<input type="checkbox"/> 751
<input type="checkbox"/> 761 |
| 3. $28 \div 4 =$ | <input type="checkbox"/> 6
<input type="checkbox"/> 7
<input type="checkbox"/> 8
<input type="checkbox"/> 9 | 8. $\begin{array}{r} 41 \\ - 19 \\ \hline \end{array}$ | <input type="checkbox"/> 19
<input type="checkbox"/> 20
<input type="checkbox"/> 21
<input type="checkbox"/> 22 |
| 4. $3 \times 13 =$ | <input type="checkbox"/> 29
<input type="checkbox"/> 33
<input type="checkbox"/> 36
<input type="checkbox"/> 39 | 9. $125 \div 5 =$ | <input type="checkbox"/> 15
<input type="checkbox"/> 25
<input type="checkbox"/> 35
<input type="checkbox"/> 45 |
| 5. $\begin{array}{r} 585 \\ + 15 \\ \hline \end{array}$ | <input type="checkbox"/> 500
<input type="checkbox"/> 590
<input type="checkbox"/> 600
<input type="checkbox"/> 610 | 10. $\begin{array}{r} 561 \\ - 77 \\ \hline \end{array}$ | <input type="checkbox"/> 411
<input type="checkbox"/> 474
<input type="checkbox"/> 484
<input type="checkbox"/> 486 |

SCORE

Vocabulary and Spelling Skills

The following questions measure your understanding of basic vocabulary and spelling. You are to place a checkmark in front of the appropriate response. While you will not be timed, you should complete this section within 3 minutes.

- | | |
|---|---|
| 1. Which word below is spelled correctly?
<input type="checkbox"/> Busness <input type="checkbox"/> Business
<input type="checkbox"/> Bisness <input type="checkbox"/> Biznez | 6. Which word below is closest in meaning to the word significant?
<input type="checkbox"/> Necessary <input type="checkbox"/> Clear
<input type="checkbox"/> Impeccable <input type="checkbox"/> Important |
| 2. Which word below is closest in meaning to the word assemble?
<input type="checkbox"/> Dismantle <input type="checkbox"/> Storage
<input type="checkbox"/> Warehouse <input type="checkbox"/> Construct | 7. Which word below is spelled correctly?
<input type="checkbox"/> Hourly <input type="checkbox"/> Hourely
<input type="checkbox"/> Hourley <input type="checkbox"/> Houerly |
| 3. Which word below is spelled correctly?
<input type="checkbox"/> Guarantee <input type="checkbox"/> Guarante
<input type="checkbox"/> Garantee <input type="checkbox"/> Gaurantee | 8. Which word is closest in meaning to the word objective?
<input type="checkbox"/> Disapprove <input type="checkbox"/> Goal
<input type="checkbox"/> Diagnose <input type="checkbox"/> Thing |
| 4. Which word is closest in meaning to the word memorandum?
<input type="checkbox"/> Typing <input type="checkbox"/> Manual
<input type="checkbox"/> Report <input type="checkbox"/> Notice | 9. Which word below is spelled correctly?
<input type="checkbox"/> Retale <input type="checkbox"/> Ritail
<input type="checkbox"/> Retail <input type="checkbox"/> Ritale |
| 5. Which word below is spelled correctly?
<input type="checkbox"/> Profesional <input type="checkbox"/> Professional
<input type="checkbox"/> Perfesional <input type="checkbox"/> Proffessional | 10. Which word is closest in meaning to the word absence?
<input type="checkbox"/> Attendance <input type="checkbox"/> Ulcer
<input type="checkbox"/> Vacancy <input type="checkbox"/> Appearance |

SCORE

Writing Skills

In the space provided, please write why you feel you would be an asset to this company and what characteristics you possess that differentiate you from other applicants. Please include at least four to five sentences; use the back of this page if necessary.
