

It is very important to read contracts carefully before signing them. When signing a contract, you should pay attention to the term, or the length of time the contract is valid for. Many contracts are **annual** contracts, meaning they are good for one year. At the end of that term, if you want to continue the contract, you will need to **renew** it. It is also important to note that some conditions of the contract may only be in effect for the **initial**, or beginning, term.

Definitions

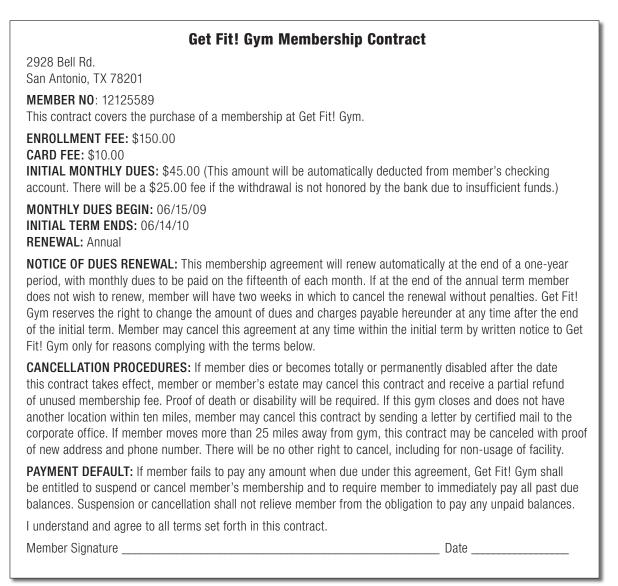
annual (adjective) - happening once a year

renew (*verb*) – to extend the time period for something like a contract

initial (adjective) – in the beginning

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DIRECTIONS: Review the definitions of the vocabulary words. Read the sample gym membership contract. Then answer the questions that follow.



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- 1. What are the dates of the initial term?
- 2. How often will the contract renew?

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- 3. If the annual contract had been signed on 03/31/10, on what date would it renew?
- 4. When can you cancel this contract without having to pay anything extra?
- 5. Would you be willing to sign this contract? Why or why not? _____



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When filling out a job application, you will be asked to provide a lot of personal information. One thing you will be asked for is a **reference**. This is someone who a potential employer can contact to ask about your qualifications and work habits. You may be asked for more than one reference. If you list false information on your job application and it is discovered after you are hired, your employer may **terminate**, or fire, you.

Definitions					
reference (noun) – someone who recommends another person	terminate (verb) – to bring to an end				

DIRECTIONS: Review the definitions of the vocabulary words. Read the job application carefully. Then answer the questions that follow.

Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form.								
PERSONAL INFORMATION: First Name		Middle Name	La	st Name				
Street Address								
	ode Phone Number ()							
Are you eligible to work in the United States? Yes			<u></u>					
Have you been convicted of or pleaded no contest	t to a felony wi	thin the last five ye	ars? Yes	No				
If yes, please explain POSITION/AVAILABILITY: Position Applied for				labla from	**			
Days/Hours Available: Monday Tuesday								
What date are you available to start work?	-		Fliuay	_ Saturuay				
EDUCATION: Name and Address of School – Deg								
Skills and Qualifications: Licenses, Skills, Training	, Awards							
EMPLOYMENT HISTORY: Present or Last Position								
Supervisor								
Position Title								
Responsibilities								
Previous Position			g					
Employer	Address							
Supervisor								
Position Title								
Responsibilities		Reason for Le	aving					
May We Contact Your Present Employer? Yes	No							
References								
Name/Title Add	dress			Phone				
I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.								
Signature	Signature Date							

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