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

Unit 6: Employment skills

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|  |  |  | 8  D | I | S | C | R | I | M | I | N | A | T | I | O | N |  | I |  |  |  |  | C |  |  |  |  |  |  |
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|  |  |  | 10  S | A | L | A | R | Y |  | G |  |  | 11  J |  | 12  N | E | T | W | O | R | K | I | N | G |  |  |  |  |  |
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|  |  |  |  | 13  E | M | P | L | O | Y | E | R |  | L |  | 14  R | E | S | U | M | E |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  | 15  N | E | T | P | A | Y |  |  | 16  D | E | D | U | C | T | I | O | N |  |  |  |  |
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|  |  |  |  |  |  |  | 19  G | R | O | S | S | P | A | Y |  |  |  | F |  |  |  |  |  |  |  |  |  |  |  |
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| **Across**  **4.** Payment for work, usually figured by the hour  **7.** A person who works with you  **8.** Treating someone as unfairly because of his or her race, religion, or sex  **10.** Fixed amount of money earned,regardless of hours worked  **12.** A resource that involves communicating information with others  **13.** The person who hires someone to do the job  **14.** A short written description of an applicants personal data,education,and experience  **15.** The amount of a paycheck after the deductions are taken out  **16.** Amount of money taken from an employee's gross pay for taxes,insurance,social security, and other benefits  **17.** Rules of behavior in the workplace  **19.** The total amount of an employees earnings before deductions are taken out  **20.** To eliminate unwanted applicants  **21.** The tool employers use to find out basic information about job applicants | **Down**  **1.** Being on time for work  **2.** Notices that employers put in the classified section of the newspaper decribing their job openings  **3.** A formal meeting between an employer and job applicant about a job opening  **5.** A person applying for a job.  **6.** Extras provided by the employers ( Other than wages)  **9.** An action or series of actions determined by an employer for a specific process  **11.** Any information about possible job openings  **18.** A person who give a favorable report of a job applicant to the employer |