BRIGANCE®

Transition Skills Activities
Student Book

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Name: Sarah Atkinson  
Address: 123 Main Street, #21, Carringbush VIC 3838  
Phone: 5538-1111  
Email: sarahc@email.com.au  
Position Applied for: Shop Assistant  
Date Available: 25/6/12  

EDUCATION  
Secondary: Chifley Secondary School  
Certificate  
Dates: 2005–2011  
Tertiary: N/A  

WORK HISTORY  
1. Employer Name: Mammoth Books  
   Address: 711 Main Street, Carringbush, VIC 3838  
   Title: Shop Assistant  
   Reason for Leaving: Temporary position  
   Dates (From/To): 11/2/2010-17/5/2010  
2. Employer Name: Hardy’s Supermarket  
   Address: 145 Main Street, Carringbush, VIC 3838  
   Title: Shop Assistant  
   Reason for Leaving: Temporary position  

REFERENCES  
1. Name: Joseph Smith  
   Phone: 5538-2222  
   Address: Manager, Mammoth Books, 711 Main Street, Carringbush, VIC 3838  
2. Name: Jackie Addams  
   Phone: 5538-3333  
   Address: Owner, Hardy’s Supermarket, 145 Main Street, Carringbush, VIC 3838  

Everything in this application is true. I agree that any false statements will remove me from consideration and are a reason for dismissal if they are discovered after I am hired. I hereby authorise you to obtain information from former employers regarding my qualifications.  

Signature: Sarah Atkinson  
Date: 25/5/12
## Job Pay and Benefits
### Activity 2: Reading PaySlips

**DIRECTIONS:** Answer the questions below about the pay stub.

EMPLOYEE NAME: Gary Stump  
EMPLOYEE NO.: 38  
Pay Period: 28/1–8/2/13  
Pay Date: 15/2/13

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Rate</th>
<th>Hours</th>
<th>This Period</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>8.00</td>
<td>80</td>
<td>640.00</td>
<td>1920.00</td>
</tr>
<tr>
<td>Overtime</td>
<td>12.00</td>
<td>2</td>
<td>24.00</td>
<td>24.00</td>
</tr>
<tr>
<td><strong>GROSS PAY</strong></td>
<td></td>
<td></td>
<td><strong>$664.00</strong></td>
<td><strong>$1944.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deductions</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax</td>
<td>–59.76</td>
<td>174.96</td>
<td></td>
</tr>
<tr>
<td>Superannuation</td>
<td>–41.17</td>
<td>120.53</td>
<td></td>
</tr>
<tr>
<td><strong>NET PAY</strong></td>
<td><strong>$563.07</strong></td>
<td><strong>$1648.51</strong></td>
<td></td>
</tr>
</tbody>
</table>

1. What is Gary Stump’s net pay for this pay period? _________________
2. How many hours has Gary worked during this pay period? ________
3. How much has Gary earned so far this year, before deductions? _________________
4. How many overtime hours has Gary worked so far this year? ________
5. What is the biggest deduction for? ___________________________
6. How much is the difference between Gary’s gross pay and net pay for this pay period? ___________________________
Preparing Food
Activity 1: Identifying Items Found in a Kitchen

DIRECTIONS: Find these items in the picture. Write the number of the words in the circle next to the item.

1. Refrigerator
2. Freezer
3. Pot
4. Pan
5. Stovetop
6. Oven
7. Utensils
8. Measuring cups
9. Measuring spoons

Name: __________________ Date: ______________