

Getting a Job Reference

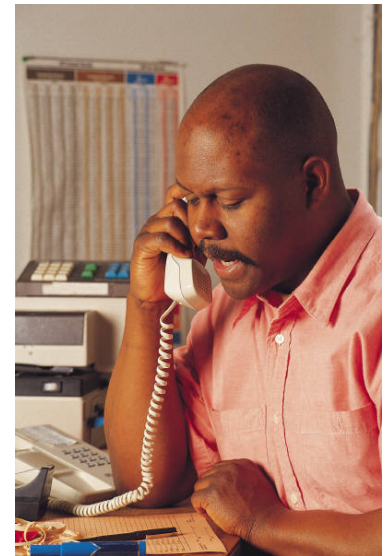
Pre-reading

Questions:

- Do you know what a job reference is?
- Who could you ask to be your reference?

Definitions:

- Application form – a paper that you fill out when you apply for a job, asks information about you.
- Suggest – giving something to think about, to give an idea.



Reading

17 Courtney is going to apply for a job. The job is at the grocery store. Her friend,
Lupe, works at the store. Lupe told her about the job.

28 Courtney went to the store to get an application form. She brought it home to
43 complete. She wants to fill it out neatly.

51 When she got home, she began filling it out. Most of the information she knew.
66 When she got to the end, it asked her to list two job **references**. Courtney did not
83 know what a reference was. She asked her friend.

92 Lupe told her that a reference is a person who can tell good things about you. It
109 should be someone you know well. The store owner will call the reference. The
123 owner will ask the reference about you to find out if you will be a good worker.

140 Courtney asked Lupe whose names she should list. Lupe suggested to list
152 someone she worked for. She also suggested a job counselor or teacher. It should not
167 be a family member or friend.

173 Lupe told her she needed to ask the reference before she listed their name. It is
189 important to ask, so when they get called, they are not surprised.

201 Courtney decided to ask a lady she cleans house for to be a reference. She also
217 decided to ask her English teacher.

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Level 4.0

Understanding

1. What does the store owner want to find out from the reference? _____

2. Who did Courtney decide to ask to be her references? _____

3. Who shouldn't Courtney ask to be a reference? _____

4. Where did Courtney get her job application? _____

5. What is a **reference**? _____

Writing

Choice A: Tell about who you might ask to be a reference and why.

Choice B: In your own words, tell what you learned about job references.
