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

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.

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

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

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

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

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

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

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