

Look at this section of Linda Wang's job application and complete the story.

EDUCATION

Name of School	Location	Dates Attended
High School: Laguna Beach High School	Laguna Beach, CA	9/09 - 6/13
College: Mission College	Los Angeles, CA	9/13 - 6/15
Other: Liberty Auto Mechanics Institute	Los Angeles, CA	9/15 - 6/16

EMPLOYMENT RECORD (LIST MOST RECENT EMPLOYMENT FIRST)

Date	Name & Address of Employer	Position	Salary	Name of Supervisor	Reason for Leaving
From: 7/16 To: 2/18	All-Star Repair Shop 1240 Carter Ave., Los Angeles, CA	mechanic	\$550/wk	Don Clementi	moved to Dallas
From: 7/13 To: 7/15	Ellen's Family Restaurant 420 West Third St., Los Angeles, CA	dishwasher	\$8.00/hr	Ellen Miller	went back to school

Linda went to high school from September¹ 2009 to June² 2013. She went to college from September ³ to June ⁴. She studied at Liberty Auto Mechanics Institute for ten ⁵. She worked as a ⁶ at Ellen's Family Restaurant for ⁷ years. Her salary there was ⁸ an hour. After that, she worked as a ⁹ at an auto repair shop in ¹⁰. She made \$550 a ¹¹. Why did she leave her last job? Because she moved to ¹².

2 TEAMWORK YOUR EDUCATION & EMPLOYMENT RECORD

Practice a job interview with a classmate. Ask each other these questions.

1. Did you go to high school? Where? When?
2. Did you go to college or another school? Where? When?
3. Are you going to school now? What are you studying?
4. Are you working now? Where? What's your job? When did you start to work there?
5. Where did you work before that? How long? Why did you leave that job?

3 WRITING Fill Out the Job Application Form

NAME _____ SOC. SEC. NO. _____ TEL. _____

EDUCATION

Name of School	Location	Dates Attended
High School:		
College:		
Other:		

EMPLOYMENT RECORD (LIST MOST RECENT EMPLOYMENT FIRST)

Date	Name & Address of Employer	Position	Salary	Name of Supervisor	Reason for Leaving
From: To:					
From: To:					

Choose the correct answer.

Mark your answers in the answer box.

1. Susan arrived late for work because she missed the _____.
A. apartment
B. office
C. bus
D. newspaper
2. I met a _____ on the way to work today.
A. bus
B. friend
C. bank
D. book
3. After he _____ the train, Omar walked to his office.
A. got off
B. got up
C. had
D. went
4. I _____ my house at 7:45 to go to school.
A. arrived
B. took
C. saw
D. left
5. Roger didn't get to the meeting on time. He got there _____ late.
A. a mile
B. an hour
C. half a mile
D. a morning
6. Pamela rode _____ this morning.
A. her bicycle
B. a letter
C. a magazine
D. the newspaper
7. Justin forgot his _____ and had to go back home to get it.
A. office
B. bus
C. house
D. briefcase
8. After work today, I _____ some groceries.
A. ate
B. had
C. bought
D. made

Answers

- | | | | | |
|----|-----|-----|-----|-----|
| 1 | (A) | (B) | (C) | (D) |
| 2 | (A) | (B) | (C) | (D) |
| 3 | (A) | (B) | (C) | (D) |
| 4 | (A) | (B) | (C) | (D) |
| 5 | (A) | (B) | (C) | (D) |
| 6 | (A) | (B) | (C) | (D) |
| 7 | (A) | (B) | (C) | (D) |
| 8 | (A) | (B) | (C) | (D) |
| 9 | (A) | (B) | (C) | (D) |
| 10 | (A) | (B) | (C) | (D) |

Eduardo filled out a job application form. Look at his Employment Record. Choose the correct answer.

Date From-To	Employer	Position	Salary
9/06-12/07	Ajax Department Store 199 Ocean Ave., Miami, FL	salesperson	\$750/wk
10/04-8/06	Stop 'n Save Supermarket 110 Bay Street, Houston, TX	cashier	\$10.00/hr

9. Eduardo worked as a cashier _____.
A. in Miami
B. in 2007
C. at Ajax Department Store
D. from 2004 to 2006
10. Eduardo _____ in 2007.
A. made \$10.00 an hour
B. worked in Miami
C. worked in a supermarket
D. made \$750 a month

SKILLS CHECK



Words:

- | | | |
|--|--|--|
| <input type="checkbox"/> buy – bought | <input type="checkbox"/> leave – left | <input type="checkbox"/> this afternoon |
| <input type="checkbox"/> do – did | <input type="checkbox"/> make – made | <input type="checkbox"/> this evening |
| <input type="checkbox"/> drive – drove | <input type="checkbox"/> meet – met | <input type="checkbox"/> tonight |
| <input type="checkbox"/> eat – ate | <input type="checkbox"/> read – read | <input type="checkbox"/> yesterday |
| <input type="checkbox"/> forget – forgot | <input type="checkbox"/> see – saw | <input type="checkbox"/> yesterday morning |
| <input type="checkbox"/> get – got | <input type="checkbox"/> steal – stole | <input type="checkbox"/> yesterday afternoon |
| <input type="checkbox"/> go – went | <input type="checkbox"/> take – took | <input type="checkbox"/> yesterday evening |
| <input type="checkbox"/> have – had | <input type="checkbox"/> write – wrote | <input type="checkbox"/> last night |
| | <input type="checkbox"/> today | |
| | <input type="checkbox"/> this morning | |

I can ask & answer:

- ☐ Did you go to the bank?
Yes, I did.
No, I didn't.
- ☐ Did you go to high school?/ college? Where? When?
- ☐ Are you going to school now?
- ☐ What are you studying?
- ☐ Are you working now? Where?
- ☐ What's your job?

- ☐ When did you start to work there?
- ☐ Where did you work before that? How long?
- ☐ Why did you leave that job?

I can fill out a job application form:

- ☐ education
- ☐ employment record
- I can write about:**
- ☐ what I did yesterday