


Unit 8

1 BEFORE YOU WRITE

Job applications provide employers with important information. Read the form. Find *Under age 18*, *Position*, and *References*. What do these words mean?

2 WRITE

Imagine you are applying for a job as a stock clerk at Super Foods Supermarket. Complete the form. Use true or made-up information.



Super Foods Supermarket

Job Application

Personal Information

Full Name _____

Address _____

Phone Number _____ Are you under age 18? yes no

Position you are applying for _____ What day can you start work? _____

Days and hours you can work

Monday from _____ to _____ Tuesday from _____ to _____

Wednesday from _____ to _____ Thursday from _____ to _____

Friday from _____ to _____ Saturday from _____ to _____

Sunday from _____ to _____

Education

Name and Address of School _____	Degree or Diploma _____	Graduation Date _____
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Employment History

Present or Most Recent Position

Employer _____

Address _____

Supervisor _____ Phone Number _____

Previous Position

Employer _____

Address _____

Supervisor _____ Phone Number _____

References

1. _____

2. _____

Can you...complete a job application?