

Patina · Building English

The Job Application

U.S. forms use short words: **Title** · **M.I.** · **DOB** · **ZIP** · **A-Number** · **Dates of employment** · **Reference**. Learn them, read Ana's card, and fill out the application with **her** information, never your real information here. Green ✓ = correct.

★ your name & signature · ★★ address & the job · ★★★ work history & references

PART 1 · FORM WORDS — TAP A GROUP TO OPEN IT

Words about you Title · M.I. · DOB · Signature

Title — Mr., Mrs., or Ms. — how a form names you

M.I. — middle initial — the first letter of your middle name

DOB — Date of Birth — in the U.S. the month comes first: MM/DD/YYYY

Signature — write your name by hand — it means: this is true

Words about your address & phone

Apt # · ZIP code · Area code

Apt # — apartment number — the # sign means "number"

ZIP code — the 5 numbers at the end of a U.S. address

Area code — the first 3 numbers of a U.S. phone number: (555)

Words about work

Position · Previous · Employer · Job title · Dates of employment · Supervisor · Reference · A-Number

Position — the job you are applying for

Previous — before now — your LAST job, not your job today

Employer — the company or person you work for

Job title — the NAME of a job — cashier, cook, driver

Dates of employment — when you started and when you stopped: From ... To ...

Supervisor — your boss — the person you worked for

Reference — a person who can say you are a good worker — not family

A-Number — Alien Registration Number — on your green card, it starts with A

PART 2 · READ THE CARD

ANA'S PRACTICE CARD

Use Ana's information — never your real information.

Name Ana Luisa Morales (Ms.)
Born May 12, 1985
Address 128 Oak Street, Apartment 4B, Springfield, Illinois 62704
Phone (555) 201-3344
Green card A 012-345-678
She wants the cashier job
Before she was a cashier helper at Rosa's Market, June 2021 to February 2024
Her boss was Mr. Diaz
Reference Marta Reyes (her teacher) — (555) 443-9821

PART 3 · FILL OUT THE APPLICATION

EMPLOYMENT APPLICATION Please print clearly

Your name ★

Title

Mr.

Mrs.

Ms.

First name

M.I. · one letter

Last name

Address & contact ★★**Street address****Apt #****City****State****ZIP code · 5 numbers****Area code · 3 numbers****Phone number****DOB (MM/DD/YYYY) · month first — May = 05****The job ★★****Position applied for**

Your A-Number: for USCIS forms, not this one ★★★

A job application should not ask for this. You write your A-Number on immigration forms: the citizenship application, a green card renewal, a letter to USCIS. A job may only ask "Can you legally work in the United States?" — yes or no. Practice writing it here, then remember where it belongs.

A-Number · look at the green card line

Work history & references ★★★

Previous employer · the company, not the boss

Job title · what WAS she?

From (MM/YYYY) · June = 06

To (MM/YYYY) · February = 02

Supervisor

Reference — name

Reference — phone

Sign & date ★

Signature

Today's date · Month day, year

You will see these exact words at clinics, jobs, schools, and at your citizenship appointment.

Patina

Patina English · Lesson 3 · Real-world form

Suggest a correction or improvement