Unit 8

♦ Filling Out a Job Application
♦ Job Responsibilities
♦ Calling in Sick or Late
♦ Must and Must Not
JOB RESPONSIBILITIES — Part 1

Read the stories and answer the questions with complete sentences.

This morning Min is sleeping in her bed. When she wakes up, she sees that her alarm clock didn’t go off, and now she will be late for work. She feels bad and now she doesn’t want to go to work at all. Min calls the restaurant and tries to talk to her parents, but they’re not there. They went out to do some errands. Tom, the cook, answers the telephone. Min tells Tom that she slept late and will be late for work.

When Min arrives at work late, she apologizes to Tom. Tom appreciates that Min called in to tell him that she was late. He compliments her because she is a responsible person and will make a good manager when her parents retire. Min isn’t happy to hear Tom’s opinion about her future because she does not want to work at her parents’ restaurant anymore.

1. Did Min wake up early?

_________________________________________________________________________

2. Who did Min speak to on the phone?

_________________________________________________________________________

3. Were Min’s parents at the restaurant?

_________________________________________________________________________

4. What did Min tell Tom?

_________________________________________________________________________

5. Does Min want to work at the restaurant?

_________________________________________________________________________
IVAN APPLIES FOR A NEW JOB — Part 1

Ivan visits Amir at the law firm. He wants to apply for a job as a maintenance person. Amir explains that the building manager isn’t there today, but Ivan can meet with Mr. Gray, the assistant building manager.

Ivan is a little nervous because he never applied for a job in this country. He’s an apartment manager now, but his cousin gave him the job. Amir tells him not to worry. He’ll be fine. Amir and Ivan go downstairs together. They are looking for Mr. Gray’s office.

1. Why did Ivan come to Amir’s office?

_______________________________________________________________________

2. Who will Ivan speak to?

_______________________________________________________________________

3. Where is Mr. Gray’s office?

_______________________________________________________________________

4. Did Ivan ever apply for a job in this country before?

_______________________________________________________________________

5. How did Ivan get his job as the apartment manager?

_______________________________________________________________________
VOCABULARY

Study the following definitions.

- apply: to try and get a job
- education: schools you attended
- errand: personal business that you go out to do
- fill out: to complete a form
- glad: happy
- hurry: to go quickly
- job experience: work history
- joke: to make fun of someone
- mean: not nice to people
- notice: to pay attention to
- reference: someone who can give you a recommendation
- responsibility: something your job requires you to do
- seem: to look like
- space: an area or place
- successful: do very well in business or a career
Fill in the blanks in the sentences below with the new vocabulary.

1. If we don’t __________________________, we will be late.
2. That’s a good paying job, and it has excellent benefits, too. I want to __________________________ for it.
3. You need to __________________________ a job application before you can have an interview.
4. Hello! Are you Jerry? My name is Marta. I’m __________________________ to meet you.
5. Every job application has __________________________ for you to write your name, address, and telephone number.
6. You can use me as a __________________________ on your job application. I’ll be glad to give you a recommendation.
7. Our restaurant manager, Miss Young, has a lot of __________________________. She has to order food and supplies, make the schedules, and plan the daily specials.
8. Rigo talks to everybody. I don’t know him very well, but he __________________________ to be a nice person.
9. If you want to be __________________________, you’ll have to work hard every day.
10. In a job interview, the manager always wants to know where you went to school, and where you worked in the past. You will need to talk about your __________________________ and __________________________.
11. __________________________ that the instructions on this application says Last Name first. That means you have to write your last name before your first name.
12. This is my day off and I have too many __________________________! I have to pay my phone bill at the telephone company and pick up my laundry from the cleaners.
13. Mr. Walker is always angry. He likes to yell at his employees. He’s a very __________________________ boss.
14. On April Fool’s Day, we’re going to play a __________________________ on our friends, like put salt in the sugar jar. Their first cup of coffee will be a big surprise.
MARTA’S FIRST DAY AT WORK

Marta is very excited because it is her first day at work. Roberto, her boss, gives her a big hug. He’s happy to see her and he thinks that she’ll do very well with all of her experience as a mechanic in Mexico. When Marta prepares to change the oil and tune up a car, the two male mechanics come and bother her because she is a woman. They ask her questions. “Do you need some help? I don’t want you to get your hands dirty.” Marta says that she did this many times before and she doesn’t worry about her hands.

One of them makes fun of her again. “Why don’t you let me do it, and you go get some breakfast for all of us?” Marta continues to work and she doesn’t say anything. The other mechanic says, “I don’t want my wife to be a mechanic. Women should do women’s work and men should do men’s.”

1. Who is Marta working for?

_______________________________________________________________________

2. Is today Marta’s first day at the job?

_______________________________________________________________________

3. Is Marta excited or unhappy to start her new job?

_______________________________________________________________________

4. Do the other mechanics help Marta or do they make fun of her?

_______________________________________________________________________

5. Does Marta have experience as a mechanic?

_______________________________________________________________________
IVAN APPLIES FOR A NEW JOB — Part 2

Amir takes Ivan downstairs in order to meet Mr. Gray. He is a very friendly man. He shakes Ivan’s hand and gives him a job application. Mr. Gray is looking for a building maintenance person. “It’s a simple process. Just fill out the application.” When Ivan comes back, Mr. Gray will ask Ivan some questions, and everything will probably be OK. Amir and Ivan go back upstairs. Amir will help Ivan with the application in his office.

1. Is Mr. Gray friendly?

_______________________________________________________________________

2. Is Mr. Gray looking for a building maintenance person?

_______________________________________________________________________

3. Will Ivan come back to talk to Mr. Gray later?

_______________________________________________________________________

4. What does Ivan need to fill out?

_______________________________________________________________________

5. Where do Amir and Ivan go to fill it out?

_______________________________________________________________________
FILLING OUT AN APPLICATION

In Amir’s office, Amir helps Ivan with his job application. It’s very important to print his name, with his last name first. Also, he must write his complete address and phone number, as well as all the different schools he attended. At the end of the application, Ivan needs to give names of references.

A reference is a person that the employer can call to ask questions about a job applicant. The reference can tell the boss if the applicant is a good worker and if he is responsible or not. Ivan doesn’t know who is a good reference for him. Amir gives Ivan permission to give his name. Amir thinks that Ivan will be a good worker if he gets the job.

1. Who helps Ivan with his application?

_____________________________________________________________________

2. Does Ivan have to write his address and telephone number on the application?

_____________________________________________________________________

3. Does Ivan have to write the names of the different schools he studied at?

_____________________________________________________________________

4. Who does Ivan list as a reference?

_____________________________________________________________________

5. Does Amir think Ivan will do a good job as the building maintenance person?

_____________________________________________________________________
JOB APPLICATIONS

A job application introduces you and your qualifications to an employer. When you fill out a job application, it’s important to follow all the instructions carefully. Here are some things to remember when you fill out the sample application below:

Print neatly
If an employer cannot read your application, he won’t be able to hire you.

Complete all the information
If the application asks for information that does not relate to you, write N/A, which means Not Applicable.

Salary
Write Open, if you are not sure how much to ask for.

Job Experience
List most recent first means write your last job first, and go back in time.

Work Skills
Use action words (verbs) to describe what you can do. For Example: type 40 words per minute, use a computer, cook Italian food, repair cars, etc.

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JOB APPLICATION
REGAL HOTEL

Date: __________________
Name: __________________________________________________________
Address: ________________________________________________________
Phone Number: __________________________________________________
Date of Birth: _____________________ Place of Birth: __________________
Social Security Number: __________ __________ __________
U.S. Citizen? Yes_____ No_____
If not U.S. citizen, Alien Registration Number or Visa Number: __________________

Position Desired: __________________ Salary Desired: __________________

Availability: circle times and days you are available to work.

Full-time or Part-time

Days: M T W TH F S SU

Times: 9 am - 5 pm, 5 pm - 1 am, 1 am - 9 am

Marital Status: single ________ married ________ divorced ________ widowed ______

EDUCATION:

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<th>School</th>
<th>Address</th>
<th>Diploma</th>
<th>Date</th>
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JOB EXPERIENCE: List most recent first.

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<thead>
<tr>
<th>Company</th>
<th>Position</th>
<th>Rate of Pay</th>
<th>Date</th>
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WORK SKILLS: List any skills you have relating to the job you’re applying for.

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Signature: ____________________________ Date: ____________________________
JOB RESPONSIBILITIES — Part 2

At the restaurant, Min tells Tom that she needs to go to class tonight. Tom wonders if she told her parents. They aren’t at the restaurant and Min didn’t have an opportunity to tell them about her class. Tom is upset at Min. If Min needs to miss work because of a class, she needs to tell someone who works at the restaurant. Then that person can get another person to work for her. Tom knows that Min understands this. He thinks that she wants to manage the restaurant when her parents retire.

Min knows that it is important to be responsible. But she doesn’t tell Tom that she doesn’t want to manage the restaurant. She really wants to go to college in order to be a nurse’s assistant.

1. Where is Min going tonight?

__________________________________________________________

2. Did she tell her parents about her class?

__________________________________________________________

3. Does Tom know about Min’s goals?

__________________________________________________________

4. What does Tom think is more important to Min, her class or her job?

__________________________________________________________

5. Why does Min need to tell someone she can’t work tonight?

__________________________________________________________
JOB RESPONSIBILITIES

We use **must** when we talk about things we have to do or that are obligations. The negative form of **must** is **must not** or **mustn’t**.

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<td>We</td>
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<td>They</td>
<td>We</td>
</tr>
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**must** be on time.  **must not** be late.

**mustn’t**

Read the following list of job responsibilities. See what you must and must not do.

**EMPLOYEES’S JOB RESPONSIBILITY LIST**

1. You must be on time.
2. You must call if you are late.
3. You must call if you are sick and can’t come to work.
4. You must wear appropriate clothing.
5. You must not smoke in the office.
6. You must not eat or drink near the computers.
7. You must not talk while operating machines.
8. You must not drink alcohol at work.
9. You must keep your work area clean.
10. You must not sleep on the job.
Read these statements and circle True or False.

1. You can have a cup of coffee at the computer if you are careful. T F
2. You must call the office if you are sick and can’t come to work. T F
3. It is your responsibility to keep your desk clean. T F
4. You can smoke if you are away from other people. T F
5. You must not talk while operating machines. T F
6. You can sleep in your own work area if it is quiet. T F
7. You must not bring beer to work. T F
8. If it is a hot day, you may wear a bathing suit. T F
CALLING IN TO WORK

Study these dialogues.

CALLING IN SICK

Receptionist: Good morning, Jack’s Hardware Store.
Rachel: Good morning. This is Rachel Grant.
Receptionist: Hello, Rachel. How are you?
Rachel: Not very well. I have a bad cold. I can’t work today.
Receptionist: I’m sorry to hear that. I’ll tell the boss. I hope you feel better soon.
Rachel: Thank you. Goodbye.

CALLING IN LATE

Secretary: Goldie’s Supermarket. May I help you?
Tomas: Hello. This is Tomas Rivera.
Secretary: Hello, Tomas. How are you?
Tomas: I’m fine, but I’m having car problems. I’ll be a little late to work.
Secretary: OK, Tomas. I’ll tell your supervisor.
Tomas: Thanks a lot. I’ll be there as soon as possible.
Secretary: OK. Goodbye.
Tomas: Goodbye.
Call in sick to work. Tell the receptionist that you have a bad stomachache.

Receptionist: Hello, Sammy’s Car Wash.
You: Hello. This is ____________________
Receptionist: Good morning, ___________________. How are you?
You: Not very ________________. I have a _________________. I can’t ________________ today.
Receptionist: I’m sorry to hear that. I’ll tell _________________.
You: Thank you.

Your car broke down half way to work. Go to a pay phone, call your job, and tell them that you will be late.

Receptionist: Torrito’s Mexican Restaurant.
You: Hello. This is _________________.
Receptionist: Hello, _________________. How are you?
You: I’m at a gas station. My car just broke down, and I’ll be a little ________________ to work.
Receptionist: Ok. I’ll tell the _________________.
You: Thank ________________. I’ll be there as ________________ as possible.
Receptionist: OK. Goodbye.
UNIT 8 TEST

Circle the correct answers.

1. A _____________________ introduces you and your qualifications to an employer.
   a. ad
   b. job application
   c. job bulletin

2. The money you are paid is your _________________________.
   a. insurance
   b. benefits
   c. salary

3. Work you did in the past is your _________________________.
   a. job experience
   b. employer
   c. job

4. Salary Desired is how much money you _________________________.
   a. want
   b. have
   c. spend

5. ________________________ are things you can do at a job.
   a. Works
   b. Employment
   c. Work skills

6. Job responsibilities are things you ________________________ do at work.
   a. must
   b. want
   c. can

7. You ________________________ come to work late.
   a. mustn’t
   b. should
   c. can

8. You ________________________ come to work on time.
   a. can
   b. must
   c. don’t
UNIT 8 TEST

9. You _______________________ have a driver’s license to drive.
   a. can
   b. need
   c. must

10. You ______________________ drink and drive.
    a. should
    b. can
    c. must not

11. If you have the flu, you must ________________________.
    a. call in sick
    b. call in late
    c. call in tomorrow

12. As soon as possible means ________________________.
    a. very soon
    b. sometime
    c. if possible

13. Position means ________________________.
    a. area you work in
    b. type of job
    c. supervisor

14. Availability means ________________________.
    a. your break time
    b. your days off
    c. days and times you can work

15. If your husband or wife died, you are ________________________.
    a. married
    b. divorced
    c. widowed

16. You _________________________ a job application and give it to the manager.
    a. fill up
    b. fill out
    c. fill in
UNIT 8 TEST

17. A job applicant uses a job application to _______________________ for a job.
   a. apply
   b. look
   c. get

18. When you call about a job, you make an appointment to have _______________________.
   a. an interview
   b. a responsibility
   c. a license

19. A list of your job skills is a list of things you _______________________.
   a. want to do
   b. can do
   c. need to do

20. I’m calling about your ad for a secretary. Is that job ________________________?
   a. still open
   b. very good
   c. high salary
UNIT 8
STUDENT ANSWER KEY

VOCABULARY (page 75)
1. hurry
2. apply
3. fill out
4. glad
5. spaces
6. reference
7. responsibilities
8. seems
9. successful
10. education, job experience
11. Notice
12. errands
13. mean
14. joke

JOB RESPONSIBILITIES (page 83)
1. F
2. T
3. T
4. F
5. T
6. F
7. T
8. F