

## Job Applications

### 1: Reading Comprehension

Mina is applying for a cleaning job at a school. She fills in a job application form. She writes her full name, address, and phone number. She writes about her past work: she cleaned offices for 3 years. She also writes the name of her reference—her old manager. Mina checks her spelling before she gives the form to the school.

### Comprehension Questions

1. What job is Mina applying for? \_\_\_\_\_
2. Where is the job? \_\_\_\_\_
3. What information does Mina write on the form? \_\_\_\_\_  
\_\_\_\_\_
4. How many years did she clean offices? \_\_\_\_\_
5. Who is her reference? \_\_\_\_\_
6. What does Mina do before giving the form? \_\_\_\_\_  
\_\_\_\_\_

### 2: Fill in the Blanks with the words below:

|              |           |        |         |
|--------------|-----------|--------|---------|
| phone number | reference | school | cleaner |
|--------------|-----------|--------|---------|

1. Mina is applying for a job at a \_\_\_\_\_.
2. She wants to work as a \_\_\_\_\_.
3. She writes her \_\_\_\_\_ on the form.
4. She gives the name of her \_\_\_\_\_.

**3: True or False**

| Statement                             | True | False |
|---------------------------------------|------|-------|
| Mina is applying for a teacher's job. |      |       |
| Mina cleaned offices for 3 years.     |      |       |
| Mina forgot to write her reference.   |      |       |
| Mina checks her spelling.             |      |       |

**4: Unscramble the Sentences**

Put the words in the correct order.

1. phone / I / my / write / number

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2. manager / My / is / reference / old

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3. form / I / spelling / check / the

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4. a / for / job / Mina / applies

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**JOB APPLICATIONS**

R T P A A F I R Y C J P G G  
 L D E H D V E B S K N B D O  
 G R J S K D M A N A G E R T  
 R A B V B U R U P V S R J Y  
 E K P F K B L E Q R L W B U  
 F E Y P U S I S S O U O H J  
 E U T S L U E G O S J W U O  
 R R M U G I G H B H B C L E  
 E K C Y U V C C L E A N E R  
 N I C E C S K A S B W U L Z  
 C L A P M E H R T Y H T O U  
 E Y T T R B V J E I Y N I S  
 R C S L O O J B T G O X J S  
 K L M O F W L M P V D N A X

**WORD SEARCH**

Find these words:

1. JOB
2. APPLICATION
3. FORM
4. REFERENCE
5. CLEANER
6. SCHOOL
7. MANAGER
8. ADDRESS