



LOOKING FOR A JOB: STEP BY STEP

REFERENCES & TRANSPORTATION

STEP 4

Early in your job search, you will want to identify people who are willing to say good things about you and/or your work. These people are called references. When you apply for a job, you will be asked for references. Usually, you will need 2-3 people.

You need to choose people who have a responsible position. You might choose your former boss, parents of children you babysit or migrant education staff. It is best **NOT** to choose a friend or relative. This is the information you will need about your references. Make sure that the information is correct.

- name
- position/title
- telephone number
- address
- how long they have known you

You **SHOULD** ask the people you choose for permission to use their names. This gives them time to think about you. You may ask your references to write a letter about you. You can carry the letter with you when you look for a job. People that say good things about you can be a powerful help in getting a job. Whom can you choose? Make a list of the people you might ask to be your references:

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To get and keep a job you must have transportation. You will need a way to pick up applications and go to interviews. Your transportation must also get you to work every day and on time.

Think about how you can get to a job - by car, bus, a ride with someone else, a bicycle, or walking. You must be able to use your transportation whenever you need to get to work. Make a list of the ways you have to get to a job:

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Look for jobs only at places you can get to with your transportation. If you must walk, you should look for jobs close by. If you have a car, you can look for a job much farther away. A car must also be reliable. Being late or absent because of car trouble will not be good.

Do not look for a job before you plan your transportation. Plan it now! Then you will be ready when you find a job.