

## Questions 1 – 10

Complete the notes below.

Write ONE WORD AND/OR A NUMBER for each answer.

**Bankside Recruitment Agency**

- Address of agency: 497 Eastside, Docklands
- Name of agent: Becky **1**.....
- Phone number: 07866 510333
- Best to call her in the **2**.....

**Typical jobs**

- Clerical and admin roles, mainly in the finance industry
- Must have good **3**..... skills
- Jobs are usually for at least one **4**.....
- Pay is usually **5** £..... per hour

**Registration process**

- Wear a **6**..... to the interview
- Must bring your **7**..... to the interview
- They will ask questions about each applicant's **8**.....

**Advantages of using an agency**

- The **9**..... you receive at interview will benefit you
- Will get access to vacancies which are not advertised
- Less **10**..... is involved in applying for jobs