

Task 1 – Name the jobs

A



B



C



D



E



F



Task 2 - Match the pictures to the actions

A) go to the job centre

1



B) read job ads

2



C) look online

3



D) ask about a job

4



E) fill in a form

5



F) send my CV

6



Task 3 – Look up the below words in a dictionary. Then match them to the meanings.

volunteer	a job which is 35 hours or more every week
permanent	a job which you have for a long time
temporary	a person who does a job but does not get any money for it
part-time	a job which is less than 35 hours every week
full-time	a job which you have for a short time
contact	the things you have to do in your job
application form	per hour (every hour)
ph	the things they teach you to help you do a job
duties	a form you fill in to get a job
training	telephone or email someone

Read the five adverts below. They are numbered 1-5.

Volunteers needed for homeless shelter

1

We need part-time **kitchen staff** to prepare and serve food and **cleaners** to clean dorms and wash bed linen and towels.

- **10 hours a week minimum**
- **Full training given**
- **Learn new skills and meet people**
- **Travel expenses paid**

Please contact Deb via email deb@redroofcharity.co.uk or come and see us on Park Road.

Gardening and grounds maintenance



2

We require a part-time gardener to work in Herdwick Park.

- £7.20 ph
- 20 hours a week (5 days a week)
- temporary contract (April to October)

You will have some experience in gardening and be able to work as part of a small team.

Telephone Mandy on 07778 63215 or email mandy@herdwickpark.abl.co.uk

We are an equal opportunities employer and welcome applications from ex-offenders.

Full-time Recycling Operatives

37 hours a week

£7.73 an hour

Full-time, temporary (1 year)



3

Duties include;

- sorting plastics, cans and paper
- collecting furniture and appliances
- cleaning and maintaining working area
- following strict health and safety rules

You must have a driving licence.

Full training given.

Email to apply

Support worker

Help people with drug and alcohol problems

We require support workers to give one-to-one support to people recovering from drug and alcohol addiction.

We offer;

- £7.52 an hour
- 15+ hours a week
- Min. 3 days a week.
- Permanent contract
- Training

You must be caring and with excellent listening skills.

Please email maleka@drugandalcohol-support.co.uk to request an application form.

4

Volunteer office assistant



- Are you organised?
- Are you good at working with others?
- Can you use a computer?
- Do you want to learn new skills?
- Can you work for 15 hours a week?

Maybe this is the volunteer job for you!

Re: is a resettlement charity which helps people to find accommodation after their release from prison. We need volunteers to help with admin tasks in our office in Green Lane. If you'd like more information, please contact Khalil on 02709 321765.

5

Fill in the table below. Find the information from the adverts above.

Advert number	Name of job or jobs	Volunteer or paid?	How many hours?	Email or phone?
1				
2				
3				
4				
5				

How much money is the gardener paid?

How many hours is the cleaning job?

Is the support worker temporary or permanent?

Who do I contact about the office assistant job?

Is the recycling job full-time or part time?

When does the gardening job finish?

I can't drive. Can I apply for the recycling job?

I have no experience. Can I apply for the gardening job?

Which job pays for my bus ticket?

Which jobs offer training?