

# 79 Applying for a job

## Applying for a job with Decom GB

You can apply for any advertised **position**. We never **discriminate** on the **basis** of age, **sex** or **race**.



## Work permits

For jobs in the UK, you will usually **require** a UK **work permit**. For jobs outside the UK, the local Decom office will **advise** you about the permit you may need.

## Closing dates

Your **application** must reach us by the advertised closing date. Online applications will **receive** an **automatic** reply.

## Selection process

If we would like you to **attend** an interview, we will **contact** you. At that time, and if **requested**, we will also consider other skills you may have or need. If you are not invited to attend an interview, we will contact you and, wherever possible, explain why your application was unsuccessful.

If you are the successful **candidate**, and we have received **satisfactory references**, we will offer you the position. We **shall** also **require confirmation** that you are medically fit to do the job and have the necessary permit/visa.

### GLOSSARY

|                                                    |                                                                                                                                            |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>discriminate</b><br>(in favour of / against sb) | treat one person or group better/ worse than another in an unfair way                                                                      |
| <b>basis</b>                                       | the principle or reason behind sth: <b>on the basis of sth</b>                                                                             |
| <b>sex</b>                                         | the state of being either male or female <b>SYN gender</b>                                                                                 |
| <b>race</b>                                        | one of the groups into which people can be divided according to the colour of their skin, their hair types, the shape of their face, etc.  |
| <b>work permit</b>                                 | an official document which says you are allowed to work in a particular country                                                            |
| <b>advise</b>                                      | tell sb the best thing to do <b>advise n [U]: give sb (some) advice</b>                                                                    |
| <b>application</b>                                 | a formal written request for sth (often a job or course), usually using an <b>application form</b> ; <b>apply (for sth) v</b>              |
| <b>automatic</b>                                   | If sth is <b>automatic</b> , it can work by itself without people controlling it. An <b>automatic</b> reply usually comes from a computer. |
| <b>selection</b>                                   | the process of choosing the thing or person you like best <b>select v formal SYN choice n; choose v</b>                                    |
| <b>process</b>                                     | a number of actions, one after the other, for doing or making sth                                                                          |
| <b>contact</b>                                     | phone or write to sb <b>contact n</b>                                                                                                      |
| <b>candidate</b>                                   | a person who makes a formal application for a job                                                                                          |
| <b>satisfactory</b>                                | good enough for a particular purpose                                                                                                       |
| <b>reference</b>                                   | a statement or letter which describes sb's character and ability to do a job. A person who writes this is a <b>referee</b> .               |
| <b>confirmation</b>                                | a statement in writing which says that sth is true or accurate <b>confirm v</b>                                                            |



### SPOTLIGHT formal language

In a written text like this, some language will be formal. For example:

- position** = job
- require** = need
- receive** = get
- attend** = go to/for sth
- request** = ask for sth **request n**
- shall** = will

The words in bold are more formal than the alternatives, which we would normally use in spoken English.

1 Cover the glossary and complete the table.

| VERB   | NOUN            | VERB    | NOUN  |
|--------|-----------------|---------|-------|
| advise | ► <u>advice</u> | confirm | ..... |
| apply  | .....           | request | ..... |
| select | .....           | contact | ..... |

2 Correct the mistake in each sentence.

- My old boss said he would be my reference. My old boss said he would be my referee.
- 1 They say they will contact to me. ....
- 2 Have you got a work permission? ....
- 3 I got the job on the base of my qualifications. ....
- 4 He gave me some good advices. ....
- 5 I have to confirmate it in writing. ....
- 6 They said I must choice the best one. ....
- 7 He told me some good advice. ....

3 Replace the underlined words with a more formal word with the same meaning.

- We will contact you as soon as possible. shall
- 1 Has the company asked for references? .....
- 2 They offered me the job on Thursday. ....
- 3 I went for an interview last week. ....
- 4 If you need more information, please contact me. ....
- 5 Did you get my email? .....

4 Complete the sentences with a single word.

- The job is abroad and I have to get a work permit.
- 1 Friends thought I would like the job, and they ..... me to apply for it.
- 2 He offered me the job on the phone, but I haven't had written ..... from him yet.
- 3 My boss said my work was ..... – in other words, not great, but OK.
- 4 You don't need to ask for a reply: you get an ..... response.
- 5 They go through the applications and then ..... about ten people to interview.
- 6 It's against the law to ..... against candidates on the basis of their sex or .....
- 7 He wants to ..... for the job, but he still has to fill in the ..... form.
- 8 You have to do tests and have several interviews. It's quite a long .....
- 9 We have three good ..... We have to consider who has the right balance of skills that we need.
- 10 Nursing is open to people of either ....., although it's often more popular with women.

5 Complete the conversation.

- A You know that job you were looking at. What was the ► position ?
- B Oh, it was to be the manager of a new hotel.
- A And did you (1) ..... for it?
- B Yes, and I (2) ..... an interview on Wednesday.
- A Wow! How did it go?
- B It seemed OK. They said they'd (3) ..... me by the end of the week.
- A What about (4) ..... ?
- B They said they'd already spoken to one of my referees.
- A Oh really? And are there many other (5) ..... ?
- B Yes, over a hundred. But I'm not sure if I want the job because it's based in Scotland. Still, at least I don't need a work (6) .....

6 ABOUT YOU Write answers to the questions, or ask another student.

- 1 What jobs have you applied for in the past? 4 Who were your referees?
- 2 How many interviews have you attended? 5 Have you ever had to get a work permit? If so, what for?
- 3 How many times have you been the successful candidate?



TEST YOURSELF