

71 Employment

1 Looking for a job

Use the words below to complete the text:

qualifications experience section
application interview CV

I thought it would be quite easy to find a job when I left school, but it's been really difficult. I look through the job (1) in the local paper every week, but everybody seems to want people with lots of (2) and I didn't do very well at school. I've sent my (3) to dozens of companies in the local area but nobody has got back to me. I must have filled in at least thirty (4) forms and I've only had one reply. I went for an (5) last week but it didn't go very well – they said they wanted someone with more (6) , but I've never had a job! Sometimes I wonder if I'll ever find anything.

In the United States a CV is called a résumé.

2 Applying for a job – verbs

Use the correct form of these verbs to complete the sentences:

offer send it off find
go into fill in apply for

1. I left university six months ago and I still haven't a job. It's more difficult than I thought it would be.
2. I've a part-time job. I hope I get it – it's four afternoons a week.
3. I'm not really sure what I want to do when I leave school. I might banking like my Dad.
4. I've the application form and , so now I've just got to wait until I hear from them.
5. I can't believe it. They've me that job in New York. They want me to start next month.

When you apply for a job, the employer might ask for references from people who know you, particularly a previous employer. The person who writes your reference is called a referee.

3 Job advertisements

Use these words to complete the adverts:

salary experience
temporary rates
training leave
applicant apply
requires position

Cleaner

Local hotel cleaner Monday – Friday, 9am – 1pm. Good of pay. Tel: 01345 876545

Accounts

Full-time in busy car hire company. To start immediately. Computer skills essential. according to age and experience. Phone Busby's on 01267 435 985.

Sales Assistant

The successful must be hard-working, responsible and honest. Previous an advantage but full will be given. to: Mr P Dale, Tel. 01274 768231.

Nurse

..... position for three months to replace nurse on maternity

Your annual salary is the total amount you are paid over a year. Salaries are paid monthly; if you are paid daily or weekly you get wages.

