

Job Search: Sequencing 1



Job Posting: Cashier

Location: Walton Drug Store, Walker Street

Duties: Conducting customer transactions, helping customers find items, stocking shelves, and minimal clean-up of work area at end of each shift.

To Apply: Bring current resume to store between 9am-5pm (Monday-Friday) and give to Mrs. Mohammed. Before coming to the store, fill out online application form. Mr. Walton will schedule an interview. Bring a list of references to the interview. After the interview there will be a new employee training session. After training, work will start on December 1st.

Application due date: November 5th

Part A: Read the Job Posting and answer the questions.

8. Where is this job?
9. What are 2 job duties?
10. What should you do before you come to the store?
11. Who will schedule an interview?
12. What should you bring to the interview?
13. What will happen after the interview?
14. When will the job start?

Part B: Draw a line from the number to matching instruction to show the correct order.

Give resume to Mrs. Mohammed	1
A new employee training session	2
Fill out online application form	3
Start work December 1st	4
Have the interview	5

Job Posting: Taxi Driver

Location: Trent Taxi Service, Windsor

Duties: Driving customers to and from locations in a timely manner, helping customers carry small items, conducting customer payments and keeping vehicle clean and in good working order.

To Apply: Complete the online application form. After Mrs. Jeffery approves the application, she will contact you to schedule an interview. Email her your resume and photo of a valid driver's license before you come to the interview. The interview will be with Mr. Trent. After the interview, you will need to pass a safe driving test with Mr. Trent. If you pass the test, work will start on January 1st.

Application due date: December 10th

Part C: Read the Job Posting and answer the questions.

1. What is the job title?
2. What are 2 job duties?
3. What is the first step in the application process?
4. Who will schedule an interview?
5. What should you do before the interview?
6. What will happen after the interview?
7. When is the application due date?

Part D: Draw a line from the number to matching instruction to show the correct order.

Email resume and photo of driver license	1
Pass safe driving test	2
Complete online application form	3
Start work January 1st	4
Have the interview	5