Here are some job advertisements:

1

Gardener

Part-time gardener to maintain gardens. Duties include planting, grass cutting, weeding, watering and hedge trimming. Previous experience necessary.
Driving License and own transport required, as gardens are in various locations.
Wage dependant on experience and qualifications.
To apply send your resume to:
John Oakend
1804 Heather Lane, Elgin IL 60124

2

Morning cleaners needed for an office building.
The position is 15 hours per week, 6 to 9am, permanent.
Uniform and training provided. Pay is minimum wage. Background check is required.
Phone (815) 847-7574 for application form.

3

Temporary Full-Time **Sales Assistants** needed for a busy working environment in our new store in Glen View Shopping Plaza. Some previous experience preferred but not required as full training will be given.
Pay rate at $8.50 per hour.
In order to apply, stop by the store to speak with the manager.
POSHGIRL, Glen View Shopping Plaza

Read them and answer these questions:

1. Which advertisement(s) is for a full-time position? _____
2. Which advertisement(s) is for a part-time position? _____
3. Do you need experience for the cleaner's job? _____
4. Where do you need to apply in person? _____
5. Which job will be better paid if you have experience? _____
6. Where will they find out if you have a criminal record? _____
7. Where do you get a uniform? _____
8. In which job(s) will you need a driving licence? _____
9. In which job(s) will you receive training? _____
10. Which job(s) is permanent? _____
11. Which job(s) is temporary? _____
12. Which advertisement(s) tells you the pay rate? _____
13. In which job(s) will you work in more than one place? _____

Mahmood wants to apply for the gardener's job. Here's his Resume, place the information in correct places.

- Turf Management Certificate
- AAS in Horticulture
- 2016 Regional Best Garden Award

1. Peter Grubb, Manager of Glenn Gardens (815) 826-8825
2. John Shears, Manager of Highleigh Park (815) 975-1432

- Glenn Gardens 2015-2019, Senior Gardener and Landscaping Assistant
- Highleigh Park, 2011-2014 Gardener

(815) 861-2424

Drivers Licence, clean record

804 Colorado Ave
Elgin, Illinois 60123

Urdu, English

Mahmood Khan

Name: _____

Address: _____

Telephone number: _____

Certifications / Education: _____

Work Experience: _____

Driving Licence: _____

Languages: _____

References: _____