

# 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.*



*Sacked!*