

Work

Applying for a job

1 Put each of the following words or phrases in its correct place in the passage below.

references	short-list	experience	vacancy	qualifications
fill in	interview	applicants	apply	application forms

In times of high unemployment there are usually very many (a) _____ when a (b) _____ is advertised. Sometimes large numbers of people (c) _____, and send off (d) _____ for a single job. It is not unusual, in fact, for hundreds of people to (e) _____ to a firm for one post. This number is reduced to a (f) _____ of perhaps six or eight, from whom a final choice is made when they all attend an (g) _____. Very possibly the people interviewing will be interested in the (h) _____ the candidates gained at school or university and what (i) _____ they have had in previous jobs. They will probably ask for (j) _____ written by the candidates' teachers and employers.

Choosing the right job

2 Instructions as above.

commute	salary	prospects	promotion	retire
pension	ambitious	perks	increments	commission

Job satisfaction is important but I have a wife and baby so I have to think about money too. If a job interests me, I need to know what (a) _____ it offers and also whether there are regular annual increases, called (b) _____. I want to know if I will receive a (c) _____ when I (d) _____ at the age of 60 or 65. If the job is selling a product, I ask if I'll receive a percentage of the value of what I sell, called (e) _____. It is also important to know if there are extra advantages, like free meals or transport, or the free use of a car. These are called (f) _____ or fringe benefits. Are the future (g) _____ good? For example, is there a good chance of (h) _____ to a better job, with more money and responsibility? Is the job near my home? If it isn't, I'll have to (i) _____ every day and this can be expensive. I am very keen to be successful. I am very (j) _____. I don't want to stay in the same job all my life.

3 Put one of the following words in each space in the sentences below.

at in for to as off of

- I'm interested _____ this job.
- What did you study _____ university?
- He has applied _____ Lufthansa _____ a job _____ an office manager.
- This job advertisement looks interesting. I'll send _____ an application form.
- Have you filled _____ the form yet?
- You must send _____ the form by 20 May.
- He's been _____ that job for two years.
- She retired _____ the age of 60.
- A commission means you get a percentage _____ what you sell.
- The use _____ a company car is a nice perk to have.
- The sixty applicants were reduced _____ a short-list of four.