

## 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**

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