

### CLB 3 Reading Test – Comprehending Instructions - Jobs

Read the instructions below and answer the questions.

#### Part A: Job Application Process

- First, complete the online job application form with your own personal information – you can find the application form at [www.wallymart.com](http://www.wallymart.com).
- Second, print out the completed application form and sign it in pen.
- Next, put the application form and a copy of your resume in a large envelope. Include copies of 2 government photo ID cards.
- Finally, bring the envelope with the application package to Wallymart HR office (room 210) before 4:00pm on November 10<sup>th</sup>.
- Remember: Approved forms of government photo ID are: Canada passport, driver's license, health card or PR card.

#### Questions:

1. Where can you find the online job application form?
  - a. HR office room 210
  - b. [www.wallymart.com](http://www.wallymart.com)
  - c. November 10<sup>th</sup>
2. You need to sign the application form before / after you print it out.
3. You need to take the application package to Wallymart before / after 4:00pm on November 10<sup>th</sup>.
4. You need to include 3 copies of government photo ID in the envelope. TRUE FALSE
5. You can sign the form in pencil. TRUE FALSE

Write the numbers 1-5 next to each step so they are in the correct order

- \_\_\_\_\_ Take the application package to Wallymart HR office
- \_\_\_\_\_ Sign the application form in pen
- \_\_\_\_\_ Find the application form at [www.wallymart.com](http://www.wallymart.com)
- \_\_\_\_\_ Put application form and resume in an envelope
- \_\_\_\_\_ Complete and print out the application form

## Part B: Job Interview

- First, arrive at your interview location 15 minutes before your appointment time – park in the rear parking lot.
- Next, check in with the receptionist in room 321. Give the receptionist a copy of your resume and a list of your references.
- Third, when it is time for your interview, turn off your cellphone before you go into the interview room.
- Finally, after you finish your interview, go to the HR department on the 4<sup>th</sup> floor and let them copy 1 government form of photo ID.
- Remember: Bring at least 3 copies of your resume and reference list to the interview.

### Questions:

1. You need to turn off your cellphone before / after you go into the interview room.
2. You should arrive at the 25 minutes early. TRUE FALSE
3. What is the second step?
  - a. Go to room 321
  - b. Go to 4<sup>th</sup> floor
  - c. Go to the interview room
4. You should go to the HR department before / after you finish your interview.
5. You need to bring 1 2 3 copies of your resume and reference list to your interview.

Write the numbers 1-5 next to each step so they are in the correct order

- \_\_\_\_\_ Go to the HR department on the 4<sup>th</sup> floor
- \_\_\_\_\_ Give receptionist a copy of your resume and list of references
- \_\_\_\_\_ Turn off your cellphone
- \_\_\_\_\_ Park in the rear parking lot
- \_\_\_\_\_ Arrive 15 minutes early