

18 Complete the text with the correct words in the box.

offer keep apply date reject do
covering fill short qualifications
deadline experience

JOB INTERVIEW

IN 12 STEPS

OK. So, you've seen a job you want to (1) _____ for. What next? Well, firstly, (2) _____ in the application form carefully and if it's online, print it out so that you (3) _____ a record of what you've written. Then make sure that your CV is up-to- (4) _____, with all your school and college (5) _____ and relevant work (6) _____. Write a (7) _____ letter to send with the CV and the application form and be sure to send them in before the (8) _____. If the company is interested in you, they will put you on a (9) _____ list and arrange an interview. If you (10) _____ well in the interview, they may (11) _____ you the job! But think very carefully about the pay and conditions before you accept or (12) _____ the offer.

19 Complete the explanations with the correct words. Some letters have been given.

- 1 When someone has no job, they are _n_ _ _ _ _l_ _ _ _ _.
- 2 Someone who sells their services to many companies is a f_ _ _ _ _c_ _ _.
- 3 A job that is available is called a v_ _c_ _c_ _.
- 4 A person who applies for a job is an _ _ _l_ _ _n_ _.
- 5 Money you earn that is paid daily or weekly is called _ _g_ _.

PHRASAL VERBS

20 Choose the correct prepositions to complete the online advice comments.

- 1 Always take **on / up** at least one of your candidate's references.
- 2 It's a good idea to check **out / off** a company before your interview so that you know what questions to ask.
- 3 If you feel that you would be happier in another job, you should hand **out / in** your notice.
- 4 Starting **on / up** your own business can involve a lot of hard work.
- 5 Calculate carefully how many extra staff you need to take **on / in** before advertising new positions.
- 6 If you've been made redundant, sign **over / on** immediately to avoid losing benefit.
- 7 It is usually better to negotiate with your boss than to go **for / on** strike.
- 8 If a new employee is taking **over / away** from someone else, make sure they are given all the information they need.