"Perfect Job" Agency

APPLICATION FORM

Position applied for: full time/part time _____

Personal Information	
First name:	
Surname:	
Age:	
Date of birth:	
Sex/Gender:	*Male (M)/Female (F)*
Nationality:	
Marital status:	*married/single*
Address:	
Phone no:	
Email address:	
Current employment:	
Experience and Skills	
Education:	
Work experience:	
Skills: - basic/intermediate/advanced in English/Computer/ softwares... - good knowledge of.. - qualified in first aid - driving license, -... certificate in - good at ... - non-smoker - good team worker	
Qualities	

Signature: _____ **Date:** _____

Job Interview

A:Hi, I'm Nancy Mandez. I'm the **hiring manager**.

B: Nice to meet you Ms. Mandez. I'm Karen Banks.

A: Please have a seat.

B: Thank you. This is a copy of my **resume (CV)** and a list of **references**.

A: Thank you. I see you **applied for** the teacher's assistant **position**. Tell me about yourself.

B: Yes, that's right. I was born in Texas, but I have been living in Los Angeles for 15 years. I'm currently studying Education at night, because I need to work to pay for my studies. I consider myself an active person and I love getting involved in my community, for example, once a month, I participate in the storytelling program in the Library, where I read to kids.

A: Can you tell me about your **work experience**?

B: I have worked as a waitress for 2 years and I did my internship in a school as an Art teacher's assistant last summer.

A: I see. Why would you like to work here?

B: I'm very interested in working here because I want to focus on my career and I believed I can gain some experience related to it.

A: what are your strengths?

B: I think I'm responsible, reliable and creative. I am a team worker and very patient.

A: Any weakness you would like to mention?

B: I think my lack of experience can be a weakness, but I am willing to learn and I have passion for what I do, so I believe it won't be a problem.

A: Can you tell me more about your **other skills**?

B: I have **basic computer skills** and I can speak and write in French. I am also qualified in first aid.

A: Can you give me two good **reasons** why we should **hire** you?

B: Well, I'm **organized**, **dependable** and hard-working. I'm also a **good team worker**. I'm willing to learn and do my best every day.

A: Thank you very much for your time. We will be in contact with you.

B: Thank you. I look forward to hearing from you.