

NOCN Applying for Jobs and Courses

1.1 Indicate a way of applying for a job.

There are three four main ways of finding a job. Can you match the description with the picture:

Looking in a newspaper	Asking in a shop/place of work (talk to the manager)
Asking friends	online



Which do you think is the best way to look for a job?

newspaper	Ask a friend	online	Ask the manager
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Why? Explain your choice....

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1.2. Indicate the information needed when completing an application.

Match the words to the correct information:

Full Name	11/11/1986
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Address 22 Whitehall Road

Postcode English

Title Ahmed Sayeed

DOB NE10 8AP

Nationality Mr.

There is a lot of information you will need to include on a job application. Can you decide which of the following you need to include on a job application?

Choose yes or no:

1	Your name and address	
2	Your date of birth	
3	Your National Insurance Number	
4	Number of children	
5	If you have a car	
6	Your work history	
7	If you have any pets	
8	Your education history	
9	Personal statement	
10	Telephone number	
11	References	
12	Your qualifications	

2.1 Indicate, from a given choice, a piece of information that can be used to support an application.

Below are four sentences. Which would you include in a job application? Select one.

I shop at Asda and Aldi because they have good prices.
My favourite food is chicken and rice, this meal reminds me of home.
I worked as a Barber for ten years in Egypt, from 2007-2017.
My best friend is called Amid, he is the same age as me.

The words below are things you might need for a job application.

Can you match the name to the description:

A	DBS check	An up to date document of your work experience and education	
B	Health / medical details	Two people who can support your application and who may not be friends or family	
C	Referees-	UK Border agency website for migrant workers www.gov.uk/uk-visa-sponsorship-employers/eligibility ²	
D	Person specification	You may be required to take a confidential medical test	
E	CV	A record of your school and training history	
F	Eligibility to work.	www.gov.uk/disclosure-barring-service-check a site which will prove that you have no criminal background	A
G	Record of achievement	A statement about your skills and qualities that meet job requirements	