

Sajida wants to apply for a housekeeping job. She calls the number from the advertisement to ask for an application form. Put her conversation in the right order. the first one's been done for you:

A Good morning, ABC Offices Administration, Gina speaking. How can I help?

B Of course. Can I have your name, please?

C Can you spell that, please?

D O.K. And now I will need your address.

E Can I also have your phone number?

F The cell number will be O.K.

G That's fine. Thank you. We will send you the application form tomorrow.

It's Sajida Sultani.

Do you want my cell number or my landline?

Yes. Its S-A-J-I-D-A for Sajida and S-U-L-T-A-N-I for Sultani.

Thank you very much. Bye.

1 Yes, I would like to apply for housekeeping position.

It's (347) 454 - 2450.

It's 123 Station Road Queens, New York 11358

This is what Sajida wrote about herself. Read it and fill in the empty spaces with the information from the dialogue on the previous page:

My name is _____ Sultani. I am 28 years old and I come from Pakistan. I finished school in Pakistan before I came here. I have been in America for eight years. I am married with two children. I live in Queens NY, at 123 _____. My zip code is _____. Our telephone number is (347) 759-8815. I also have a cell phone. My cell is _____. I worked as a shop assistant in Kashmir Clothes Store in 2014 and as a cleaner in Punjab Restaurant in 2010 to 2013. Later I was looking after my children. I have a valid work permit. I have never had any problems with the law or the police. I am currently learning how to drive.

Now, using the information from the text fill in Sajida's application form:

ABC Offices <i>Job Application Form</i>	
<i>All applicants are advised to write with black ink.</i>	
Position applied for:	
First name:	
Last name:	
Age:	
Gender:	Male ☐ Female ☐ (tick as appropriate)
Address:	
Telephone Number:	
Mobile Number:	
Country of Origin:	
Knowledge of English:	
Driving Licence:	
Criminal Convictions:	
Previous Employment:	• •