

EMPLOYMENT PROCEDURE (PROCESO DE CONTRATACIÓN)

1

Look at the table below and decide if a candidate or an employer does the different things in the list.

LEE Y DECIDE SI ES EL EMPLEADOR O EL CANDIDATO PARA UN EMPLEO EL QUE HACE LAS DISTINTAS ACCIONES QUE FIGURAN EN LA LISTA MARCA CON UNA CRUZ LA QUE CREAS QUE REALIZA CADA UNO

GETTING A NEW JOB		
Who ...	candidate	employer
1 is shortlisted for interview?		
2 offers you the job?		
3 goes for an interview?		
4 updates their CV?		
5 asks for the names of referees?		
6 applies for the job?		
7 advertises the position?		
8 fills in an application form?		
9 looks through the applications?		

2 Put the stages of getting a job in 1 in the right order.

ORDENA LOS PASOS QUE FIGURAN EN EL EJERCICIO 1

*Example: First, the employer advertises the position.
Then the candidate ...*

3 Complete the text from a company's jobs website with a suitable word.

COMPLETA USANDO LAS PALABRAS DEL CUADRO

How do I ¹ apply for the job?

Go to the 'Documents' page (click here) and print a copy of the ² _____ form. ³ _____ in the form, and attach an updated version of your ⁴ _____. This should include a description of your work experience, educational qualifications, and the names of three ⁵ _____, together with their contact details. Send both documents to the address at the top of this page.

What happens next?

If you are shortlisted for this ⁶ _____, we will contact you by phone before 31 March to arrange an ⁷ _____. Unsuccessful ⁸ _____ will be informed by letter, also by 31 March.

INTERVIEW
POSITION/JOB
APPLICATION
FILL
CV
APPLICANTS
REFEREES