

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.