

I. MATCH THE USEFUL WORDS AND EXPRESSIONS IN AN APPLICATION FORM (1-9) WITH THE QUESTIONS (A-I).

1 Surname	a How do you normally write your name?
2 Date of birth	b Are you a girl or a boy?
3 Gender: M/F	c What are you good at?
4 Current employment	d What is your family name?
5 Previous employment	e What school do you go to?
6 Skills	f Where have you worked before?
7 Signed	g When were you born?
8 Education	h Where are you working at the moment?

II. LOOK AT THE PHOTO AND READ THE NOTES ABOUT THE JOB APPLICANTS. COMPLETE THE APPLICATION FORM FOR HER.



*Sara Kathryn Roberts
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12/08/99
British*

PERSONAL INFORMATION	
Surname:	
First name(s):	
Date of birth:	
Gender M/F:	
Nationality:	
Address:	
Phone no.:	
Email address:	

III. NOW READ ABOUT SARA'S EDUCATION, WORK EXPERIENCE AND SKILLS. WRITE SENTENCES TO COMPLETE THE APPLICATION FORM FOR HER.

- Queen's Park Community School
- past jobs: paper round, Saturday morning in newsagent's
- two languages: English and Japanese. Reliable. Quiet.
- have written for school magazine, hope to become journalist, interested in world politics
- currently working in language school: Japanese conversation lessons

EDUCATION, EXPERIENCE AND SKILLS

Education:

Current employment:

Previous employment:

Skills:

IV. COMPLETE THE APPLICATION FORM FOR YOU. COMPLETE THE FIRST SENTENCE WITH THE JOB YOU ARE APPLYING FOR.

I am applying for the job of

PERSONAL INFORMATION

Surname:

First name(s):

Date of birth:

Gender M/F:

Nationality:

Address:

Phone no.:

Email address:

EDUCATION, EXPERIENCE AND SKILLS

Education:

Current employment:

Previous employment:

Skills: