

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.

a



Sara Kathryn Roberts
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Bristol
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sara99@gmail.co.uk
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: