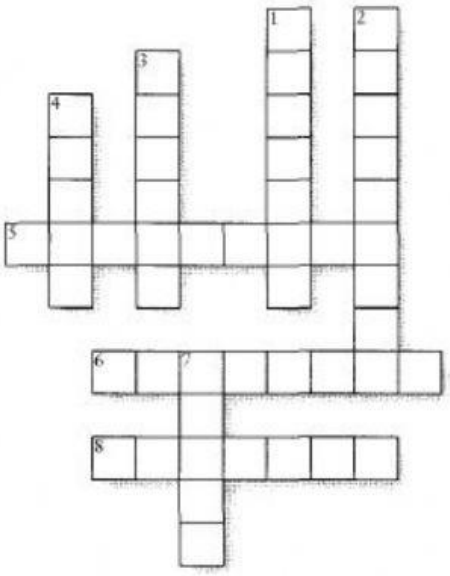
3.1 Complete the crossword. Use appropriate forms of words from A, B and C opposite.



Across

5 I phoned to check on my application, but they said they'd already ..... someone. (9)

6 This job is so important, I think we need to ..... someone. (8)

8 The selection process has lasted three months, but we're going to ..... someone next week. (7)

Down

1 and 2 I hope she ....., because if she ..... the job, we'll have to start looking again. (7,5,4)

3 That last applicant was very strong, but I understand he's had two other ..... already. (6)

4 They've finally ..... a new receptionist. (5)

7 Computer programmers wanted. Only those with UNIX experience should ..... .(5)

3.2 Now divide the words in 3.1 into two groups:
1 what a company personnel department does.
2 what a person looking for work does.

3.3 Replace the underlined phrases with correct forms of words and expressions from A, B and C opposite.

Fred had already (1) refused two job offers when he went for (2) a discussion to see if he was suitable for the job. They looked at his driving licence and contacted (3) previous employers Fred had mentioned in his application. A few days later, the supermarket (4) asked him if he would like the job and Fred (5) said yes.

Harry didn't hear anything for six weeks, so he phoned the company. They told him that they had received a lot of (6) requests for the job. After looking at the (7) life stories of the (8) people asking for the job and looking at (9) what exams they had passed during their education, the company (10) had chosen six people to interview, done tests on their personality and intelligence and they had then given someone the job.

Over to you

If you work ...

How did you get your job? Was it advertised? Were you interviewed for it? Was the selection process very long?

If you don't work ...

Have you applied for any jobs? Were you interviewed? How did it go? What's the usual process for getting your first job in your country?