

Fill in the gaps with the correct form of the verbs in brackets, gerund or infinitive:

John was excited to start his new job at the company, but he soon realized that he needed _____ (read) the terms and conditions carefully. He had heard from colleagues that it was important _____ (understand) the details about working hours and benefits.

For instance, he needed to know if he liked _____ (take) overtime and if he would like _____ (do) it so often. Understanding the company's policy on core hours was also crucial because he preferred _____ (work) during standard business hours and _____ (avoid) late shifts.

John was particularly interested in _____ (learn) about his annual leave entitlement. He loved _____ (travel), so knowing how many days off he had was important for planning his trips. He also had _____ (check) if the company provided statutory pay for holidays and sick leave, just in case he ever needed _____ (use) these benefits.

The idea of _____ (have) a good work-life balance was very important to John. He believed in _____ (maintain) a healthy lifestyle by _____ (take) regular lunch breaks and not _____ (work) excessively. The company also offered flexitime, which allowed him _____ (adjust) his working hours to suit his personal needs.

Overall, John wanted _____ (ensure) he was fully informed about all aspects of his employment before _____ (sign) the contract.