

A job application form

➤ First **read** this job advert in the box below.

(What is a **job advert** ? A job advert or advertisement is a sign or a small poster with some **details about a job vacancy**)

Are you good with people?

Then we need you!

Vacancies for **check-out assistants** at Birmingham supermarkets. We need people who are good at customer service and can learn quickly. We will give you all the training you need. Volunteers are welcome. Flexible working hours.

Good salary. Staff canteen.



Please call 08792 566566 for an application form.

(a **check-out assistant** uses a cash-till in a shop, handles or checks-out shopping items for purchase or scans the barcodes on each item, handles cash and customer bankcards, takes payment and gives correct change and generally serves customers.)

1. If you apply for the check-out assistant job you need to think about your words on your application form.
 - What do you need to do at this job?
 - What kind of person do you think you need to be?
 - Why do you want this job?
 - What skills can you put on the application form that you have?
2. Read the job advert again and then complete or fill-in this **job application** form for the check-out assistant job.

Name: _____

Job title (name of job) applied for: Check-out Assistant

What is your work experience ?

Do you have any qualifications ? What are they ?

Tell us about yourself and why you want this job.

- Please note - If you apply for a job, remember to say why you would like the job. Give two or three reasons if you can.