

COMPLETE THE SENTENCES WITH THE WORDS IN THE BOX:

Recruited	headhunt	appoint	hired	offers	accepts	turnsdwn	apply
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- I hope she _____ because if she _____ the job, we'll have to start looking again.
- The last applicant was very strong, but I understand he's had two other _____ already.
- They've finally _____ a new receptionist.
- Computer programmers wanted. Only those with UNIX experience should _____
- I phoned to check on my application, but they said they'd already _____ someone.
- This job is so important; I think we need to _____ someone.
- The selection process has lasted three months, but we're going to _____ someone next week.

WITH THE ABOVE WORDS COMPLETE THE CHART:

What a company personnel department does	What a person looking for work does

REPLACE THE UNDERLINED PHRASES WITH CORRECT FORMS OF WORDS AND EXPRESSIONS FROM THE PREVIOUS EXERCISES.

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 license and
 contacted (3) previous employers Fred had mentioned in his application. _____ A few days the
 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)
request 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 test on
their personality and intelligence _____ and they had then given
 someone the job.