

PREPARATION FOR WORKING LIFE

5

Applying for Jobs and Courses

Name:

Applying for a job

Using websites on the internet is one way of advertising job vacancies.



Give **two** other ways.

1.
2.

Plumbers Mate Required

**No experience needed
training on the job +
college place. £6.50/
hour. Some weekend
work. Contact Dave on
0773465**

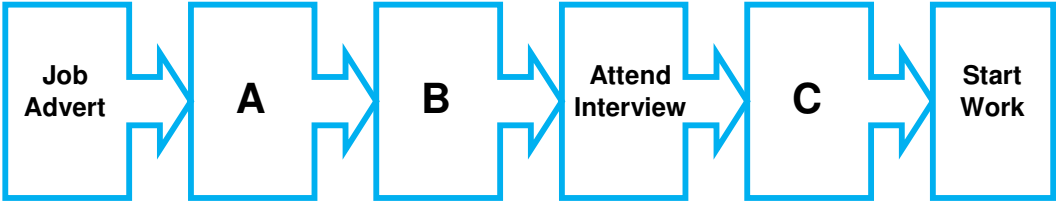
HOTEL AND CATERING

General assistant required.
Will be dealing with the
public, also taking food
orders. Shift work. Hourly
rate according to experience.
A good start in the Hotel
trade. Training given. Apply
in writing to General
Manager, Burnden Lodge ,
Bolton. Ring 01204363221 for
further details and an
application form

Complete the table using the information from the advertisements above ...

Job title?		
Rate of pay?		
Experience required?		
How to apply?		

The flow diagram shows the main stages in a typical process for getting a job.



Suggest what stages are missing in boxes A, B and C.

Box A

Box B

Box C



A referee is a person who

A	represents a trade union
B	looks after health and safety in the workplace
C	deals with worker arguments
D	supports a person's job application

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What not to wear!

First impressions are very important so start out by trying to impress and remember a smile costs nothing.

Give each of the items below a ✓ if they are suitable to wear for an interview and a ✗ if they are not suitable

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