

Finding a Job



The worksheets in this chapter are based on the following areas:

- reading job advertisements,
- abbreviations used in job advertisements,
- writing a letter of application, and
- filling in job application forms.

For help with the worksheets, you can:

- call the NALA Freephone support line at 1800 20 20 65 on Monday to Friday between 10am and 4pm, or
- check out the Really Useful Guide to Words and Numbers Web site on www.rug.ie.

Reading: Situations Vacant

Look at these situations vacant taken from the Evening Herald of October 30th 2006.

Situations Vacant

A maintenance person

req'd 2/3 days wkly,
n/s, city centre hotel.
Suit semi-retired with
hotel b'ground

Tel.084 1237865

Bar Person req'd 5
years exp. South City.
Ph: 088 6754288

A Northside Recovery
Company req's F/T
Driver with full clean C
Licence

Ph: 084 7003456

Dry Cleaners in South
Dublin require exp. Dry
cleaner/presser +
counter staff.

Contact Mary: 451676

Chef/Cook Req'd for
North city bakery/coffee
shop. Flex hrs p/t may
suit. Ph: 0911 8388888.

Earn Extra Money for
Xmas selling scratch
cards for national
charity. Ph: 87643

Artic. Drivers required
for Food Distribution
Company. Deliveries
covering Leinster and
Connaught. Ph: 084-
6756899 to arrange
interview.

An Extra €250pw,
del/collect catalogues
Tel/txt: 084-9354404

Bicycle Couriers busy
City Centre circuit,
excellent rates of pay.
CV to bike23@yahoo.ie

Reading: Situations Vacant

Look at the jobs advertised on the previous page and then answer the questions below.

1. Underline the job you could apply for if you had a bike.
2. You like being outdoors and you want to earn some extra money for Christmas. Put a circle around the job that would suit you.
3. One of the companies wants you to phone to arrange an interview. Which one is it?

4. Name the jobs you could apply for if you had a driver's licence.

5. Name the person you contact if you are applying for the job in the Dry Cleaners.

Reading: Abbreviations

When placing an advertisement, companies will use as few words as possible to keep the cost down. They will also shorten words. For example instead of saying **advertisement** they would shorten it to **ad**.

See if you can match the abbreviations from page 58 with their meanings. The first one is done for you.

| | |
|-----------|-------------------|
| 1. Exp. | <u>Full Time</u> |
| 2. Ess. | <u>Situation</u> |
| 3. Flex. | <u>Non-smoker</u> |
| 4. Hrs. | <u>Part Time</u> |
| 5. F/T | <u>Flexible</u> |
| 6. P/T | <u>Hours</u> |
| 7. N/S | <u>Essential</u> |
| 8. Req'd. | <u>Experience</u> |
| 9. Sit. | <u>Weekly</u> |
| 10. Wkly | <u>Required</u> |

TIP: Use a dictionary to find the meaning of any words you are not sure of.

Reading: Applying for a Job

There are a number of ways of applying for a job. You may be asked to send in your CV, fill in an application form or apply in writing. If you are asked to apply in writing, you should include the job title, where you saw it advertised, and the date of the advertisement. Here's an example of a job application letter.

112 Dublin Road
Gorey
Co. Wexford
31st October 2006

Dear Sir/Madam,

I would like to apply for the post of bar person as advertised in the Evening Herald on Monday October 30th.

I would be grateful if you would send me an application form in the post.

I look forward to hearing from you.

Yours faithfully,

Ann Kenny

Writing: Applying for a Job

Fill in the blanks in the letter below for the person applying for the position of chef advertised on page 58. Use your own name, address and today's date.

Dear _____ ,

I would like to apply for the post of _____ as _____ in the Evening Herald on _____ .

I would be _____ if you would _____ me an _____ form in the post.

I look _____ to _____ from you.

Yours _____ ,

Writing: Filling out Job Application Forms

Application forms are used by companies to gather information about you. Many companies have their own application form but some questions will be the same on all forms. Here are some useful tips on filling in these types of forms.

Tips for Filling in Application Forms

- Make a number of **copies** of the blank form and read it through a few times before writing anything down.
- Read any **instructions** on the form, for example if they want you to use a black pen or use block capitals.
- Answer all questions asked and do not leave empty spaces. If the question does not apply to you, write **N/A** in the space. This means **not applicable** and it shows that you did not forget to answer the question.
- Keep a **copy** of the completed form to look back on if you are called for an interview.



Writing: Signatures

Your signature is your first and last name written together. When you sign an application form, you are saying that the information you are writing on the form is correct. A signature looks like this:

Ann Kenny

See if you can match the signatures with the names written in **BLOCK CAPITALS**. The first one is done for you.

Signature

BLOCK CAPITALS

Tom Maher

JOHN RYDER

Mary Ryan

TOM MAHER

Proinsias Breathnach

ALICIA FERNANDEZ

Alicia Fernandez

MARY RYAN

John Ryder

PROINSIAS BREATHNACH

Now practise writing your own signature on the line below:

Writing: Application Forms

Here's an example of a job application form. Try filling in your information on it. If you want to practice, make a photocopy first.

| | |
|---|----------------------------------|
| J. KEANE & SONS Please complete and return this application form to: The Personnel Department Answers in BLOCK CAPITALS please | |
| Surname: | First name: |
| Address: | |
| Telephone number(s): | |
| Date of birth: | Place of birth: |
| Nationality: | Marital status: |
| Do you have a driving licence? ___ | Any endorsements on licence? ___ |
| If yes give details: | |
| When are you available to attend for interview? | |
| Where did you see the job advertised? | |
| Signature: _____ | |

Writing: Application Forms

You will often see a place on an application form to fill in your **Education Details**. This is where you name the schools you went to. You should include the dates when you attended with the most recent first. Start with the most recent. For example:.

Education Details

| | |
|-------------|---------------------------------------|
| 2001 – 2005 | Crumlin College, Dublin. |
| 1998 – 2001 | Holy Faith Secondary School, Dublin 6 |

Now try filling in your details.

Education Details

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |

Another section may be called **Skills and Qualifications**. This is where you list any other training you did outside college or school. For example:

Skills and Qualifications

| | |
|------|---|
| 2005 | Equal Skills qualification in computer skills |
| 2004 | Safe Pass |
| 2000 | Order of Malta First Aid course |
| 1998 | Chief Scout's Award |

Writing: Application Forms

Under **Employment History**, you should provide details of previous jobs.

Employment History

Employer: **Mahe's Hotel**
Address: **Main Street, Tullamore, Co. Offaly**
Contact details: **Frank Maher, Manager (0506) 669999**
Position Title: **Bar Person**
From: **June 2002** To: **Present**

Now try filling in your details.

Employment History

Employer: _____
Address: _____
Contact details: _____
Position Title: _____
From: _____ To: _____

TIP: If there is not enough room on a form, sometimes you can add a separate page with more details.

Letter Sudoku

The grid below contains six smaller 2 x 3 boxes. See if you can fill in the grid so that every row and column contains the letters **a b c d e f**. Every 2 x 3 box must also contain the letters **a** to **f**.

| | | | | | |
|----------|----------|----------|--|----------|----------|
| a | | b | | e | c |
| | c | f | | | |
| | d | c | | b | f |
| | | d | | | e |
| | e | a | | c | |
| | b | e | | a | d |

TIP: You'll find the answer at the back of this book.