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Job applications

Test it

1 Circle the correct option.

- I asked if the company had any ~~vacancies~~ offers in the IT department.
- a I look at the job ~~advices~~ ads in the newspaper every week.
 - b Why don't you look/search the job websites on the net?
 - c Have you sent your qualifications/~~CV~~ to that company yet?
 - d I was headhunted/~~fired~~ for my job so I didn't have to send in an application.
 - e I've sent about 100 ~~application~~ applying letters but I still haven't got a reply.
 - f I wrote to the company but they aren't recruiting/~~employing~~ at the moment.
 - g My interview was short as I was the last interviewer/~~interviewee~~ that day.
 - h It's incredible – there were 112 ~~competitors~~ candidates for the sales job.

2 Choose a word from each box to complete the sentences.

*selection interview human character psychometric handwriting
panel tests agency analysis resources process reference*

- I tried to form my letters clearly for the *handwriting analysis*..... but I don't know what the test will say about me.
- a There were two women and one man on the
 - b The was really long – it took the company three months to find the right person.
 - c Why don't you register at the – they can send you information about new jobs.
 - d I'm looking for a job. Would you mind writing a for me?
 - e After the interview, the person from explained the pension system at the company.
 - f Some firms use to find out about people's personality.

3 Circle the correct option, A or B.

- I've registered Monster India Recruitment. A for **B** with
- a I replied an advertisement for a job in Japan. A to B of
 - b Please fill this application form. A up B in
 - c It's easy to feel depressed if you're work. A out B out of
 - d They offered me the job but I turned it A off B down
 - e I'm sorry but we aren't taking any new staff. A on B up
 - f How many jobs have you applied? A to B for

GO to page 32 and check your answers.

Test it again

1 Correct the mistakes in bold in the dialogue.

- SATISH Hi Priya. How's the job hunting going?
- PRIYA Oh, OK. I applied **to** a job in sales and I had an **a**vacancy last week. There were about ten other **b**interviewers sitting outside the interview room when I got there, so there's a lot of competition.
- SATISH I'm sure you'll do well. I was impressed with your **c**qualifications when I read it. Do you need a character **d**report? I can write one for you if you like.
- PRIYA Oh, thanks, Satish I'll let you know if they ask for one. The next stage of the selection **e**panel is **f**psychiatric tests.
- SATISH Oh, I've never done those before, but I had a **g**handwritten analysis once. They said I was a dreamer and couldn't take risks – a bit strange as I now have my own company!
- PRIYA Yes, that is odd. Anyway, I must go now. I want to **h**search at the on-line job ads.
- SATISH OK, see you soon and good luck.

<i>for</i>	c	f
a	d	g
b	e	h

2 Choose the correct forms of the verbs to complete the sentences.

recruit reply to ~~look at~~ fill in turn down register with headhunt

If you *looked at*..... the ads in the paper, you'd find lots of job opportunities.

- a It's a good idea to an employment agency.
- b I've never been for a job. I've always had to apply.
- c Please this form in black ink.
- d I an ad for a job in accounts but I didn't get an interview.
- e I was going to take the job but I it because I had a better offer.
- f Unfortunately, we don't have any vacancies so we not at the moment.



Fix it

Answers to Test it

Check your answers. Wrong answer?

Read the right Fix it note to find out why.

- 1** • vacancies → **C**
 a ads → **A**
 b search → **A**
 c CV → **B**
 d headhunted → **C**
 e application → **B**
 f recruiting → **C**
 g interviewee → **D**
 h candidates → **D**
- 2** • handwriting analysis → **E**
 a interview panel → **D**
 b selection process → **D**
 c employment agency → **A**
 d character reference → **B**
 e Human Resources → **F**
 f psychometric tests → **E**
- 3** • B → **A** d B → **C**
 a A → **B** e A → **C**
 b B → **B** f B → **B**
 c B → **A**

Now go to page 31. Test yourself again.

Answers to Test it again

- 1** a vacancy interview
 b interviewers
 interviewees/candidates
 c qualifications CV
 d report reference
 e panel process
 f psychiatric psychometric
 g handwritten handwriting
 h search-at search/look at
- 2** a register with
 b headhunted
 c fill in
 d replied to
 e turned ... down
 f 're ... recruiting



Fix it notes

- A** If you don't have a job, you're *out of work*. You find information about a job in an *ad* (*advert/advertisement*). You can also *search* or *look* at websites and *register* with an *employment agency*.
- B** You *reply* to a job advert. You *apply* for a job by writing an *application* letter and/or *filling in* a form. A *CV* lists your qualifications and experience. A statement from someone who knows you to support your application is a *character reference*.
- C** A job that is available is a *vacancy*. If a company wants new staff, they *recruit* or *take on* people. If you are *headhunted*, a person/company asks you to leave your job to work for another organization. If you decide not to accept a job, you *turn it down*.
- D** The people who interview you are the *interview panel*. The people who interview are *interviewers* and the people who are interviewed are *interviewees*. People who are competing for a job are *candidates*. The stages of finding a person for a job make up the *selection process*.
- E** Companies use *psychometric tests* or *handwriting analysis* to test candidates' ability to think and to analyse their personality.
- F** The *Human Resources* department helps to choose new employees and explains the systems in a company.

For more information, see the Review page opposite.

Review

Finding a job If you don't have a job, you are *out of work* or *unemployed*. You can find information about a job in an *ad* (or *advert/advertisement*), often in a newspaper. The section of the newspaper with jobs is sometimes called *Situations vacant*. Advertisements also appear on company noticeboards or in special monthly job bulletins. You can also *register with an employment agency* to find out about new jobs. If you use the internet, you *search* or *look at* websites. *Manish's been unemployed for nearly a year. He keeps looking at the job ads in The Times but there's nothing suitable. He should register with an employment agency or look at Monster.com.*

Applying for a job You *reply to* a job advertisement. You *apply for* a job by writing an *application* letter and/or *filling in* an application form. As part of your application you may need to provide a *CV* (*curriculum vitae*) with your *qualifications* and work experience. The CV is the document itself; *qualifications* are things like degrees or diplomas received after a period of study/training. You may also need to provide professional *references* from a previous employer and/or a *character reference* – a statement from someone who knows you to support your application. The people who write references are called *referees*. If you are *headhunted*, a person/company asks you to leave your job to work for another organization. The person or company is called a *headhunter*.

 Note that in American English you *fill out* (not *fill in*) an *application form*, *questionnaire*, etc. and you use the word *resumé* rather than CV.

A job that is available is a *vacancy*. If a company wants new staff, they *recruit* or *take on* people. Note the word order with *take on*: *They decided not to take on any new designers.* OR *They decided not to*

take any new designers on.

They decided not to take them on.

NOT *They decided not to take on them.*

(The object is a pronoun.)

If you decide not to accept a job, you *turn it down*. Note the word order with *turn down*:

He turned the job down.

OR *He turned down the job.*

He turned it down.

NOT *He turned down it.* (The object is a pronoun.)

Interviews and selection The people who interview you are the *interviewers*. Often there may be several people interviewing you at the same time. They are the *interview panel*. The people who are interviewed are *interviewees*. You can *attend* or *go to an interview*. People who are competing for a job are *candidates*. The stages of finding a person for a job make up the *selection process*. *The selection process for the job was tough. There were over thirty candidates competing for two positions. We all had to attend an interview with an interview panel.*

The *Human Resources* department (often called just *HR*) helps to choose candidates. It often also deals with training and staff problems. In some companies, this department interviews new employees and explains the systems in a company to any new workers. HR is called *Personnel* in some companies. *Personnel* is another word for staff.

Tests Companies use *psychometric tests* or *handwriting analyses* to test candidates' ability to think and analyse their personality. These are becoming quite common in some companies, as employers believe these tests reveal candidates' strengths and weaknesses. *Every time I go to an interview these days I have to do a psychometric test.*