

51 I can apply for a job 🎧

Applying for a job with FamAid UK

Wherever you are **based**, you can apply for any advertised **vacancy**.

Work permits

For jobs in the UK, you will usually be expected to have a **valid** UK work permit. For jobs outside the UK, the local FamAid office will **advise** you about the permit you may need.

Closing dates

Your **application** must reach us by the advertised closing date. Online applications will be **acknowledged automatically** by email.

Selection process

If we would like you to **attend** an **interview**, we will **contact** you. At that time, and if **required**, we will also **assess** other skills you may have or need.

If you are not successful, we will contact you and, wherever possible, **give** you **feedback**.

If you are the successful **candidate**, we will offer you the position, but this is **subject to** satisfactory **references**. We shall also **request confirmation** that you are medically fit to do the job and have the necessary permit/visa.

Glossary

apply for sth	• ask for sth in writing (often a job or course). application N.	process	• a series of things that are done for a particular reason.
be based somewhere	• If you are based in a place , that place is the centre for your work.	interview	• a meeting in which sb is asked questions to find out if they are suitable for a job, course, etc. (the person who asks the questions is an interviewer). interview sb v.
vacancy	• a job that is available for sb to do.	contact sb	• phone or write to sb.
work permit	• an official document which says you are allowed to work.	assess sth/sb	• decide on the quality or ability of sth/sb. assessment N.
valid	• If sth is valid , it is legally acceptable and can be used.	give sb feedback	• give sb advice or criticism about how they have done sth.
advise sb	• tell sb the best thing to do. SYN give sb advice (advice N, U).	candidate	• a person who makes a formal application for a job.
acknowledge sth	• let sb know that you have received sth from them. acknowledgement N.	reference	• a statement or letter which describes sb's character and ability to do a job (a person who writes this is a referee).
automatically	• without any human control.	confirmation	• a statement in writing which says that sth is true or accurate. confirm v.

spotlight Formal language

In a written text like this, some language will be formal. For example: **attend sth** (= go to/for sth), **require sth** (= need sth), **request sth** (= ask for sth), **subject to sth** (= depending on sth), **position** (= job), and **shall** (= will). The words in bold are more formal than the words in brackets, which we would normally use in spoken English.

1 Cover the glossary and complete the table.

Verb	Noun	Verb	Noun
advise	▶ advice	confirm	
apply		acknowledge	
assess		interview	

2 There is a mistake in each sentence. Write the correct sentence at the end.

- ▶ My old boss said he would be my reference. My old boss said he would be my referee.
- 1 They said they'd contact to me. _____
 - 2 Is she applying a job? _____
 - 3 Have you got a work permission? _____
 - 4 The company is based on Tokyo. _____
 - 5 He gave me some good advices. _____
 - 6 She gave me foodback after the interview. _____
 - 7 I have to confirmate it in writing. _____
 - 8 If you apply for a job, it's quite a long processment. _____

3 Replace the underlined words with a more formal word or phrase with the same meaning.

- ▶ We will contact you as soon as possible. shall
- 1 Has the company asked for references? _____
 - 2 They offered me the job on Thursday. _____
 - 3 I went for an interview last week. _____
 - 4 If you need more information, please contact me. _____
 - 5 We're going to give him the job, depending on satisfactory references. _____

4 Complete the sentences with a single word.

- ▶ You can't use this visa any longer – it's not valid.
- 1 I work in lots of places, but I'm _____ in Bristol.
 - 2 She was angry because they didn't _____ that they had received her letter.
 - 3 He offered me the job on the phone, but I haven't had written _____ yet.
 - 4 They said they would _____ me by phone when they've made a decision.
 - 5 You don't need to ask for confirmation; they will reply _____.
 - 6 They interviewed four other _____ for the job as well as me.
 - 7 Val wrote to the company for a job, but there are no _____ at the moment.
 - 8 I hope they'll _____ me feedback after the interview.
 - 9 He wants to _____ for the job, but he still has to fill in the _____ form.
 - 10 You have to do tests and have several interviews; it's quite a long _____.

5 ABOUT YOU Write answers to the questions, or ask another student.

- 1 What jobs have you applied for in the past? _____
- 2 How many interviews have you had? _____
- 3 Have any interviewers given you feedback after the interview? _____
- 4 How many times have you been the successful candidate? _____
- 5 Who were your referees? _____
- 6 Have you ever had to get a work permit? If so, where? _____

6 Test yourself. Cover the glossary meanings and look at the words. Can you remember the meanings and other parts of speech?

52 I can describe jobs

A Careers

Careers 4 U advertises jobs across a range of market **sectors**. Register by email now and you can be first in line to apply for **jobs** as they appear. Just complete the following:

Please select any two sectors in which you have **experience** and/or **qualifications**.

- | | |
|---|---|
| <input type="checkbox"/> engineering | <input type="checkbox"/> management |
| <input type="checkbox"/> military | <input type="checkbox"/> retail |
| <input type="checkbox"/> training | <input type="checkbox"/> finance |
| <input type="checkbox"/> publishing | <input type="checkbox"/> recruitment |
| <input type="checkbox"/> manufacturing | |

Spotlight *career, job, profession*

A **career** is the series of jobs you have in a particular area, e.g. *a career in publishing*. A **job** is any work you do to earn money, e.g. being a waiter, teacher, etc. A **profession** is a job with a high level of training and/or education, e.g. *the medical/teaching profession*.

Glossary

- sector** a part of the business activity of a country (**public sector** = controlled by the government; **private sector** = controlled by private companies).
- experience** the things that you have done in your life.
- qualifications** the exams you have passed or courses you have finished.
- engineering** the activity of designing roads, railways, bridges, etc.
- military** connected with soldiers, or the army, navy, and air force.
- training** the activity of teaching people the skills they need for a job. **train sb** v.
- publishing** the business of producing and selling books, magazines, etc. **publish sth** v.
- manufacturing** the business of producing goods in factories. **manufacture sth** v.
- management** the control of a business or organization. **manage sb/sth** v.
- retail** selling goods to people directly in shops, on the internet, etc.
- finance** the activity of managing money.
- recruitment** the business of finding people for job vacancies. **recruit sb** v.

1 What sector do these people work in?












- I produce books and then we sell them. publishing
- | | |
|------------------------------------|--|
| 1 I teach people their jobs. _____ | 5 I produce cars. _____ |
| 2 I'm a soldier. _____ | 6 I'm the boss of a company. _____ |
| 3 I sell clothes. _____ | 7 I control the money in our business. _____ |
| 4 I design motorways. _____ | 8 I fill job vacancies in companies. _____ |

2 Complete the words in the text.

I've just left university and I'm hoping to have a ► career in the private (1) s_____, and eventually I'd like to be in (2) m_____ and have my own business. I had a couple of jobs in small companies in my holidays, so I have a little (3) e_____. I'm hoping to work for a large company to start with; they do a lot of (4) t_____, and I'll be able to get some extra (5) q_____ too. My father's in the legal (6) p_____, but for some reason, he wants me to have some experience in the (7) m_____ as a soldier. I've no idea why, though.

3 ABOUT YOU Look at the website again. Which sectors do you have experience or qualifications in?

B Jobs

Job	What does he/she do?	Glossary
plumber	 installs and repairs water pipes, taps, central heating, baths, etc.	install sth put in some equipment so that it is ready to use.
mechanic	 repairs engines, especially in vehicles.	vehicle e.g. car, bus, lorry.
electrician	 installs, connects, or repairs electrical wiring.	electrical of or about electricity
carpenter	 makes or repairs parts of a building and other objects made of wood.	object a thing that can be seen or touched but is not alive.
nanny	 takes care of / cares for children in their own home.	take care of / care for sb/sth look after sb/sth.
travel agent	 makes travel arrangements for people.	make arrangements for sb/sth make plans or preparations for sb/sth.
estate agent	 buys and sells houses or land for people.	land an area of ground; an area used for a special purpose.
importer	 imports goods.	import sth buy goods from another country to sell in your own country. OPP export sth.
priest	 performs religious ceremonies in some religions.	
civil servant	 works for the civil service, i.e. all government departments except the military.	i.e. in other words; that is (used when you are explaining or defining sth).
sales rep / representative	 travels to different places and sells the products of a particular company.	product a thing that people make or grow in order to sell.

4 Cover the table above. Are these sentences true or false? Write T or F.

- ▶ An importer exports goods to sell. F 4 A priest conducts religious ceremonies. _____
- 1 An estate agent sells holidays. _____ 5 A mechanic can repair vehicles. _____
- 2 A carpenter makes wooden objects. _____ 6 An electrician fixes electrical wiring. _____
- 3 A civil servant works for a company. _____ 7 A plumber can fix your central heating. _____

5 Cross out one word which is wrong. Write the correct word at the end.

- ▶ I haven't got central heating; I need a plumber to ~~repair~~ a new system. install
- 1 Our estate agent made the arrangements, i.e. buying tickets, booking hotels. _____
- 2 The estate agent sold the landing which belonged to the farm. _____
- 3 What produces does that company make? _____
- 4 My sister does quite a lot of training for the civil servant. _____
- 5 I believe he exports silver jewellery from abroad. _____
- 6 A nanny takes care for children. _____
- 7 Sales representants have to travel a lot. _____

6 Test yourself. Look at the jobs and cover the other columns. What do the people do?

53 I can describe a career

A Career structure

Two years ago, I got a **challenging** job with good **prospects** in local radio. I worked hard and, as a **reward**, I was **promoted**. I was delighted. I was quickly **transferred** to a different **department**. Then things went wrong: one colleague **got the sack**, and another **handed in his notice**. After that, ten people were **made redundant**. I didn't want to be **out of work**, so I decided to look **elsewhere**. I applied for a job in TV and was **appointed** assistant director. Amazing!

spotlight *dismiss, sack, fire*

An employer may **dismiss** an employee if their work is not good enough or if they have done something wrong. In less formal English, you can say **sack sb**, **give sb the sack**, or **fire sb**. An employee can **get the sack** INF.

He $\left\{ \begin{array}{l} \text{was sacked} \\ \text{was given the sack} \\ \text{got the sack} \\ \text{was fired / was dismissed} \end{array} \right\}$ for being rude.

Glossary

- challenging** difficult to do, but interesting and enjoyable. **challenge** N.
- prospects** (PL) chances of being successful in the future.
- reward** sth you get because you have done sth helpful, worked hard, etc. **reward sb** V.
- promote sb** (usually passive) give sb a better job at a higher level in a company. **promotion** N.
- transfer sb/sth (from ... to ...)** move sb/sth from one place to another.
- department** a section of a business, university, etc.
- hand in your notice** say officially that you want to leave your job. **SYNS** resign, quit INF.
- make sb redundant** (often passive) make sb leave their job because they are not needed any more.
- out of work** not working and unable to find a job. **SYN** unemployed.
- elsewhere** in or to another place.
- appoint sb** choose sb for a job.

1 Is the meaning the same or different? Write S or D.

- | | |
|--|---|
| ▶ a challenge a reward <u>D</u> | 5 prospects chances of success _____ |
| 1 out of work unemployed _____ | 6 hand in your notice resign _____ |
| 2 be promoted be appointed _____ | 7 be sacked be promoted _____ |
| 3 get the sack sack someone _____ | 8 transfer sb move sb to another office _____ |
| 4 fire someone dismiss someone _____ | 9 make someone redundant fire someone _____ |

2 Complete the sentences with a single word.

- ▶ I was glad to be appointed to the job I have. (*chosen for the job*)
- 1 My job's very _____. (*difficult but interesting*)
- 2 I want to transfer to another _____. (*section of the business*)
- 3 I have good _____ in my job. (*chances of success*)
- 4 I'd really love to be _____. (*given a better job in the company*)
- 5 I'm bored at work, so I'm going to look _____. (*in another place*)
- 6 I've never been _____. (*out of work*)
- 7 I'd hate to have to _____ someone. (*dismiss*)
- 8 If I hated my job, I would definitely _____. (*hand in my notice*)

ABOUT YOU

3 ABOUT YOU Have you got a job? If so, are the sentences in Exercise 2 true for you? Write true or false, or talk to another student who has a job.

B A job with responsibility

KATE Amy, I know you work on reception at the sports centre, but what does that **involve**?

AMY Well, I **handle** all customer bookings, and answer **enquiries** over the phone or **face-to-face**. Occasionally I also have to **deal with complaints** from **members of the public**, and if there's a problem, I'm the one who has to **solve** it.

KATE So it's not just **clerkal duties**, then?

AMY Oh, no. Some weekends I'm **in charge of** the whole centre, and in an emergency it's my job to **make sure** that everyone is safe. I have a lot of **responsibility**.

Glossary

what does (your job) involve?	• = what do you have to do (in your job)?
handle sth/sb	• take suitable action in a situation. SYN deal with sth/sb.
enquiry	• a question about sth (make an enquiry).
face-to-face	• with and looking at sb.
complaint	• a statement that you are not satisfied with sth (make a complaint). complain v.
members of the public	• people in general (also the public).
solve a problem	• find an answer to a problem. SYN find a solution.
clerkal	• connected with office work, especially keeping records or accounts (the person who does this is a clerk).
duties	• the tasks you do when you are at work.
in charge of sth/sb	• in a position of control over sth/sb. SYN responsible for sb/sth.
make sure	• check sth so that you can be certain about it.
responsibility	• the fact or duty of being in control of sth, so that it is your fault if sth goes wrong.

4 One word is missing in each line. Rewrite the sentences, adding the missing word.

- ▶ does her job involve? What does her job involve?
- 1 I'd like to an enquiry about the club. _____
 - 2 I talked to her to-face. _____
 - 3 It's very hard to deal this situation. _____
 - 4 Who's charge of this department? _____
 - 5 You have to sure the door is locked. _____
 - 6 We're not responsible the cleaning. _____
 - 7 Do you know how to the problem? _____
 - 8 I want to a complaint about the service. _____

5 Complete the texts.

A I used to have a boring office job – I was a ▶ clerk _____ in the civil service for five years, but I couldn't stand it and left. I've now got a job in a tourist information office in Liverpool and I really like it. My (1) d _____ include helping people to find accommodation, dealing with their (2) e _____ about places to visit, and finding (3) s _____ to their travel problems. I'm also (4) r _____ for the Beatles tour: I take people to John Lennon and Paul McCartney's childhood homes. I try to make (5) s _____ everything goes well.

B I work in a travel agent's, and my job (6) i _____ organizing trips for people. I love meeting the (7) p _____ and I really enjoy (8) h _____ the money side of things. Some of my work is just routine (9) c _____ work; other times, I have a lot of (10) r _____. For example, if a customer's holiday goes wrong, I have to (11) d _____ with their (12) c _____.

6 Test yourself. Look at the glossary words and cover the meanings. What are the meanings?

54 I can describe working conditions

Job questionnaire

- 1 Do you feel your job is **stressful**?

- 2 How much **time off** do you **get** every year?

- 3 Do you ever have to do **shift work**?

- 4 Do you often have to **work overtime**?

- 5 Do you normally receive an annual **bonus**?

- 6 **Are you entitled to sick pay**?

- 7 Do you **have the right to** join a **trade union**?

- 8 Do people in your kind of job ever **go on strike**?

spotlight **time off**

If you **have, get, or take time off**, you are not at work, school, etc. perhaps because you're ill, or on holiday.

I had a day off to go to a wedding.

He's taking a month off work.

Glossary

- working conditions** ◦ the arrangements made at a place of work for physical comfort and safety.
- stressful** ◦ making you worry a lot. **stress** N.
- shift work** ◦ a pattern of work in which you sometimes work during the day and sometimes at night.
- overtime** ◦ the time you spend working after your normal working hours (you can **work overtime** or **do overtime** INF).
- bonus** ◦ an extra payment that is added to what you normally receive.
- sick pay** ◦ money you receive when you are ill and cannot work.
- be entitled to (do) sth** ◦ be allowed sth or to do sth because it is the law.
SYN **have the right to (do) sth.**
- union** OR **trade union** ◦ an organization of people in the same kind of work who try to get better pay and working conditions for their members.
- go on strike** ◦ refuse to work for a period of time as a protest for more money, better conditions, etc.

1 Complete the words.

- ▶ I often do s h i f t work.
- 1 I belong to a t _____ union.
 - 2 We went on st _____ last year.
 - 3 Do you get an annual b _____ s?
 - 4 Our w _____ ing c _____ itions are good.
 - 5 I often have to work o _____ time.
 - 6 She t _____ two weeks o _____ in summer.
 - 7 Does he suffer from st _____ in his job?

2 Write the words in the correct order, and add the final word.

- ▶ you / working / have / good / do Do you have good working conditions?
- 1 is / she / trade / member / a / of / a / ? _____
 - 2 we / sick / are / to / entitled / ? _____
 - 3 take / like / to / I'd / week / a . _____
 - 4 you / shift / don't / why / like / ? _____
 - 5 I / left / today; / time / on / didn't / I / do . _____
 - 6 go / why / the / on / did / workers / ? _____

3 ABOUT YOU If you have a job, write your answers to the questionnaire. If you haven't got a job, ask a student who has.

4 Test yourself. Cover the glossary words and look at the meanings. Say the words.