




1. Look in your dictionary. Complete Dan King's job application.

EMPLOYMENT APPLICATION 

Name: Dan King Job applying for: _____

1. How did you hear about this job? (Please check (✓) all appropriate boxes.)
 friends employment website help wanted sign

2. Hours: part-time full-time

3. Have you had any experience? If yes, how long?
 Yes No _____

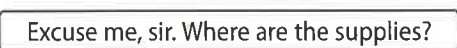

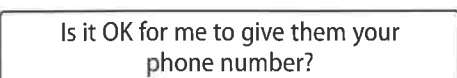
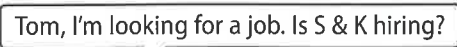
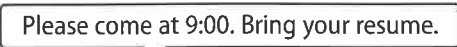
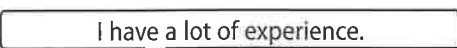
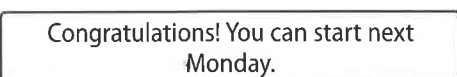
4. References: Jack Martin, manager

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Resume received: 9/17 Interviewed by: Ron Hill 9/21

Hired? Yes No Starting date: 9/26

2. Match.

- | | |
|---|-------------------------|
| <u>5</u> a.  | 1. Be hired. |
| ___ b.  | 2. Set up an interview. |
| ___ c.  | 3. Set a goal. |
| ___ d.  | 4. Go on an interview. |
| ___ e.  | 5. Start a new job. |
| ___ f.  | 6. Contact references. |
| ___ g.  | 7. Talk to friends. |

3. Look in your dictionary and at Exercise 1. True or False?

- | | |
|--|--------------|
| a. Dan set two goals. | <u>false</u> |
| b. He researched the number one grocery company. | _____ |
| c. He completed an application. | _____ |
| d. He wrote a resume by hand. | _____ |
| e. He had four years' experience as a grocery clerk. | _____ |
| f. He wrote a cover letter. | _____ |
| g. He read magazines and websites. | _____ |
| h. He submitted his application after the interview. | _____ |
| i. He got a job at ABC Employment. | _____ |

4. Which comes first? Number the steps in the correct order (1 and 2).

- | | | | |
|----------------------------|----------|-----------------------|----------|
| a. start a new job | <u>2</u> | be hired | <u>1</u> |
| b. set up an interview | ___ | apply for a job | ___ |
| c. complete an application | ___ | submit an application | ___ |
| d. research companies | ___ | apply for a job | ___ |
| e. go on an interview | ___ | set up an interview | ___ |
| f. set a goal | ___ | network | ___ |
| g. write a cover letter | ___ | write a resume | ___ |
| h. get a job | ___ | contact references | ___ |

5. What about you? What do you think are the best ways to find a job? Number them in order. (1 = the best)

- ___ research local companies
- ___ look for help wanted signs
- ___ network
- ___ check employment websites
- ___ go to an employment agency
- ___ Other: _____

CHALLENGE Survey four classmates. How did they find their jobs?