

Unit 1 Finding a Job

1.1. Warm-Up Questions

1. What is the most interesting job you have had?
2. If you hate your job, should you quit? Why or why not?
3. Should you quit a job before you have a new one?
4. What's the difference between a job and a career?

1.2a. Vocabulary

Part-time	Full-time	Benefits	Salary	Contract
Temporary	Permanent	Hourly Wage	Apply	Applicant

1.2b. Fill-in-the-Blanks *with the vocabulary words above.*

1. How many _____ do we have for the current position?
2. I only want to work about 15 hours a week. I'm looking for a _____ job.
3. This job is only for 3 months. It's _____.
4. She receives her _____ on a monthly basis.
5. My _____ is renewed each year.
6. Frank is looking for a _____ job. He needs the _____ such as insurance and a pension plan.
7. He will _____ for the teaching job tomorrow.
8. I receive an _____ of \$20 per hour.

1.3. Activity

Read the following job advertisements. Answer the questions that follow.

Administrative Assistant

Excellent computer and typing skills required.
Salary negotiable depending on experience.
E-mail resume to:
exportinc@mail.com

Factory Assemblers

\$12/hr. plus benefits.
40 hours a week with paid vacations.
Need to fill 7 positions.
Apply in person at:
733 Main Street.

Summer Camp Teachers Needed

Native English Speakers.
Bachelor's Degree Required.
Experience teaching kids preferred.
\$1500 per month plus accommodation.
Send resume to: ESL@mail.com

Reliable Dog Walker Wanted

Large breed dog/ 2 walks daily.
\$20 per walk/5 days a week.
Send references and resume to:
Sally Rogers, 612 Market Street

1. Which jobs are salary jobs?

2. Which jobs are hourly wage jobs?

3. Which job is temporary? _____
4. Which job requires you to go to the company? _____
5. Which job does not have a set salary? _____
6. How many jobs required references? _____
7. Which job is part-time? _____
8. Which jobs are full-time?

9. Which jobs require experience? _____
10. Which job seems appealing? Why?

1.4. Discussion Questions

1. What are the highest paid jobs in your country?
2. What are the lowest paid jobs in your country?
3. If you could have any job, what would it be?
4. What are the benefits/disadvantages of being paid a set-salary?
5. What are the benefits/disadvantages of being paid an hourly wage?
6. What does “work to live” mean?
7. What does “live to work” mean?
8. Do you often work overtime?
9. Do you think people in your country work too much?
10. How important is it to have free time?
11. How many vacation days are appropriate?
12. Should you be paid if you call in sick?
13. Would you prefer to work 1st shift, 2nd shift, or 3rd shift?
14. Do you prefer to work on weekends?
15. How do you feel about working on holidays?

1.5. Activity

Fill out the sample application form on the following pages.

1.6. Extension Activity

Write your own advertisement for the perfect job. Share it with the class and see how many people would apply to your job.

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: () E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Previous Employment

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____