

# EVERYDAY LIFE

## JOB APPLICATION

**Age:** Teenager/Adults

**Level:** Pre-intermediate (A2)

**Time:** 30 minutes

**Activity:** In this lesson, students will:

1. Complete a job application form;
2. Do a job interview.

**Language focus:** personal information and experience

**Materials:** one copy of the worksheet per student

## PROCEDURE

Ask students if they have ever filled in an application form for a job. What information is included in the application form? Elicit ideas and write these on the board.

Hand out copies of the worksheet. Ask students to look at Exercise 1 and read the advert. Ask them if they'd like to apply for the job. Why or why not?

Students then read the information about the candidate for the job and transfer the information to the correct places in the application form. Check answers as a class and ask if they think he'll get the job. Why or why not?

**Key:**

**First name:** Christopher

**Last name:** Martin

**Address:** 37 Sunset Blvd., Los Angeles

**Email:** cmartin01@happymail.com

**Phone:** (3102) 555-0608

**Education:** Jefferson High School 2010–2014, California State University 2014–2017

**Relevant experience:** Scuba-diving instructor in Hawaii 2013 and 2014, swimming instructor for summer camp 2012

**Skills:** Scuba-diving certificate 2013, swimming, typing, using a computer

**References:** Jim Martella, manager of Tide Times, phone (808) 555-6601

Ask students to look at Exercise 2. First, they invent a job they'd like to apply for. You can do this stage as a class, coming up with a fantasy job, or something more realistic, depending on the age of your students. Alternatively, students could work in small groups.

Once students have written the job advert, ask them to work individually and fill out the application form with information about themselves. They can be as truthful – or not – as they like, but warn them they will be interviewing each other so should think about how they will explain their answers.

Working in small groups, students should then brainstorm questions that an interviewer might ask. After they have discussed this, ask them to share their thoughts with the rest of the class, and write key prompt questions on the board.

Ask students to now work in pairs. One student should take the job of interviewer, and read their partner's application. They should then practise the interview, asking questions, while their partner answers. Students should then swap roles.

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## EXERCISE 1: SCUBA INSTRUCTOR WANTED

**WANTED!** Scuba instructor for summer course in Los Angeles area. Must have a certificate. Experience and reference necessary.

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From: Christopher Martin

To: Scuba Diving LA

Subject: Application – Scuba instructor

My name is Christopher Martin. I live at 37 Sunset Blvd., Los Angeles. My email address is cmartin01@happymail.com and my phone number is (3102) 555-0608.

I went to Jefferson High School from 2010 to 2014. In 2014 I started at California State University, Long Beach, where I am studying marine biology. I will graduate in June 2017. I got my scuba-diving certificate in July 2013. In the summers of 2013 and 2014 I gave scuba-diving lessons in Hawaii. In the summer of 2012 I was a swimming instructor for a summer camp for nine- to twelve-year-old children.

I can swim very well and I can scuba dive. I can also type and use a computer (I know the programs Microsoft Word and Excel.) My ex-supervisor in Hawaii is Jim Martella. He is the manager of Tide Times, the scuba shop in Honolulu. His phone number is (808) 555-6601. You can call him in the mornings.

Yours faithfully,

Christopher Martin

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**PERSONAL DETAILS**

First name  
Christopher

Last name  
\_\_\_\_\_

Address  
\_\_\_\_\_  
\_\_\_\_\_

Email  
\_\_\_\_\_

Phone  
\_\_\_\_\_

**Education:**  
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\_\_\_\_\_

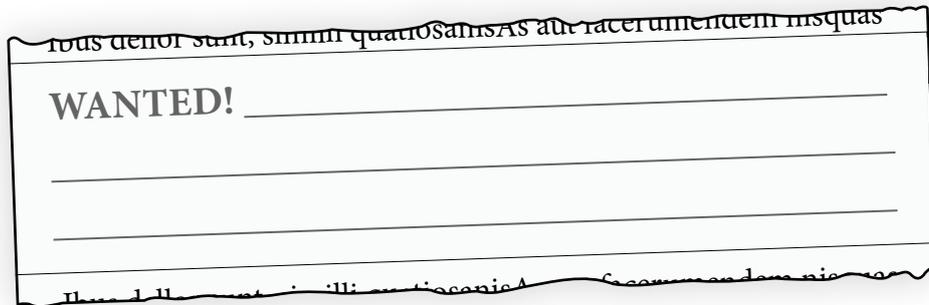
**Relevant experience:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Skills:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References** (please include work details and contact numbers):  
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\_\_\_\_\_  
\_\_\_\_\_

# EVERYDAY LIFE

## EXERCISE 2: GET THAT JOB!



### PERSONAL DETAILS

First name

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Last name

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Address

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Email

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Phone

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### Education:

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### Relevant experience:

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### Skills:

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### References (please include work details and contact numbers):

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