



Applying for work

Tutor Resources for the AMEP

Work

Post-beginner

Tutor Resources for the AMEP

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Theme:

Work

Topic:

Applying for work

Task	Language focus	Learning activities	Resources
1. Can complete a job application form	Vocabulary maiden name, spouse, tertiary, employee, employer, next of kin, dependants, categories, employment history, relevant, workers compensation, treatment, degree, diploma, certificate, training, experience, licence, sacked	Match words on a form to correct sentences Role play applying for a job Complete job application form Complete texts Select job and complete job application form	Worksheet 1: Personal details Worksheet 2: Applying for a job Worksheet 3: Qualifications, training and experience Worksheet 4: Job application form

Theme: **Work**Topic: **Applying for work****Task 1:** Can complete a job application form**Vocabulary:** maiden name, spouse, tertiary, employee, employer, next of kin, dependants, categories, employment history, relevant, workers compensation, treatment, degree, diploma, certificate, training, experience, licence, sacked**Activity instructions***Match words to meanings*

📄 Worksheet 1: Personal details

- A. Learner reads the words in the box.
Learner reads the questions and matches the words with the corresponding questions.
- B. Learner reads the words in the box.
Encourage learner to look up the meaning of any unfamiliar vocabulary in their dictionary.
Learner reads the meanings and matches the words with their meanings.

Role play applying for a job

📄 Worksheet 2: Applying for a job

- A. Role play the dialogue once.

Ask questions: What does 'I am filling in' mean?
 What does 'Can you give me a hand' mean?
 What should you write in the Employment History section?
 Where did Stevan work?
 How long did he work there?
 Why did he leave?
 What does 'got sacked' mean?
 Has Stevan got any qualifications?
 What other work skills does he have?
 What is workers compensation?

Complete job application form

📄 Worksheet 2: Applying for a job

- B. Together read the dialogue again.
 Ask learner to identify the different sections of the application form. Ensure learner understands what is required in each section of the form.
 Learner completes the form with Stevan's details.

Complete texts

- Worksheet 3: Qualifications, training, and experience

Learner reads the definitions of 'qualification', 'training' and 'experience'.

- A. Read the dialogue twice.

Script

Chris: Did you go to uni Amina?

Amina: Yes, I went to uni for three years back in London, and got my degree. And after I came to Australia I did an office skills course at TAFE. That was six months full-time and I got a certificate for that. That qualification helped me get the job I have now.

Chris: Are you planning to do more training?

Amina: Not for office work. I'd like to change my job. I'd like to work in childcare.

Chris: In childcare. That's very different. Do you need qualifications to work in childcare, or do you just need experience?

Amina: Well, I can get a job as an assistant in a childcare centre without any qualifications or experience. But I don't want to be an assistant. So I might do a certificate course or maybe a diploma course in childcare studies. A diploma would be two years full-time study. So what qualifications do you have Chris?

Chris: Back in Ukraine I was a forest technician. You don't have them in Australia. Here it's like someone who works in a national park. I went to a special forestry high school and then did one more year of training on the job. So it's like a TAFE certificate in Australia.

Amina: I see. Have you got any more qualifications since coming to Australia?

Chris: No, not really. I have my car licence and a forklift licence. That's all. But I'm planning to do further training.

Amina: What kind of training?

Chris: I want to be a driving instructor so I'll have to do a course at TAFE and then get a licence from the government. That will take me about five months all together.

Answers

Amina: 1 – have, 2 – full-time, 3 – doesn't need, 4 – diploma

Chris: 1 –high school, 2 –certificate, 3 –forklift, 4 – TAFE course first

- B. Learner reads the words in the boxes and the texts about Amina and Chris.

Encourage learner to write in as many of the missing words as possible.

Read the dialogue (part A) again and learner fills in the remaining gaps.

Answers

Amina went to university in London for three years. After she came to Australia, she studied at TAFE for six months. She did an office skills course. She is working in that area now. However, she would like to change her job. She wants to work in childcare. She thinks she might do a diploma course in childcare studies. This course will take two years.

Chris was a forest technician in his home country. A forest technician is someone who works in the national parks. He went to a special forestry high school and did one year training on the job. In Australia, he is qualified as a forklift driver as he has his forklift licence. He would like to do further study. He wants to be a driving instructor so he needs to do a course at TAFE and then get a licence from the government. This will take about five months.

- C. Learner reads the dialogue and corrects their work.
- D. Role play the dialogue. Encourage learner to use an expressive voice.

Select job and complete job application form

Worksheet 4: Job application form

Learner reads the job advertisements aloud.

Ensure they understand the abbreviations used.

Discuss which job would suit the learner. Ask learner about their educational background, their qualifications and experience.

Learner completes the application form with their details for one of the jobs. (Learner may need assistance with this activity.)

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Worksheet 1: Personal details

A. Write the words from the box next to the correct question.

surname	marital status	occupation	country of birth
initial	qualifications	address	emergency contact
sex	nationality	work skills	title
given name	signature	phone number	previous job

1. What's your first name? _____
2. What's your family name? _____
3. What is the first letter of your given name? _____
4. Are you male or female? _____
5. Mr, Mrs, Ms or Miss? _____
6. What's your address? _____
7. What's your telephone number? _____
8. What's your country of birth? _____
9. What's your nationality? _____
10. Are you married or single? _____
11. What's your job? _____
12. Do you have any training or certificate? _____
13. What was your last job? _____
14. What can you do? _____
15. Who can we telephone if you are sick? _____
16. Can you sign your name here? _____

B. Write the words from the box next to their meaning.

maiden name	employee	school last attended
spouse's name	dependants	former employer
company's name	referee	employment history
tertiary study	employment categories	next of kin

Vocabulary

Meaning

1. _____ A person (not a relative) who can talk about you and how you work.
2. _____ A worker or person employed to work in a company.
3. _____ People you support, help or take care of.
4. _____ A person or company you worked for.
5. _____ A woman's name before marriage.
6. _____ The name of the company you work for.
7. _____ Your husband or wife's name.
8. _____ The school you attended before you left.
9. _____ Education after secondary education, e.g. university, TAFE, college.
10. _____ A person closely related to you by birth or marriage.
11. _____ Form of employment, e.g. full-time, part-time, permanent, casual.
12. _____ Past work or jobs that you have done.

Worksheet 2: Applying for a job

A. Stevan is applying for a job as a storeman/driver. His friend, Jack, is helping him complete his application form.
Read the conversation and complete the job application form for Stevan.



Jack: Hi Stevan. What are you doing?

Stevan: I'm filling in my application form, and I'm having a bit of trouble. Can you give me a hand?

Jack: Sure. What's the problem?

Stevan: I'm writing about my employment history and I don't know what to write here. In this box it says 'reasons for leaving'. What do they want me to write here?

Jack: Well, you've said you worked for Mitchell Tyres as a machine operator. Why did you leave that job?

Stevan: They sacked me. Well, they sacked about fifty workers because they didn't have enough work for us.

Jack: Oh, so the factory downsized! They didn't need so many workers. OK well, write here 'factory downsized'.

Stevan: Thanks. Now education. I finished Year 12 in 1993. So I write that here. But what does 'tertiary' mean?

Jack: It means education or training after high school. Did you go to a college or uni?

Stevan: I went to college. I got a certificate in mechanics. I was a mechanic before I came to Australia.

Jack: OK. Well, write 'Automobile Mechanics Certificate' and the date you got the certificate.

Stevan: Now the next box is 'relevant qualifications and skills'. So what do I write here?

Jack: Well, this means skills and qualifications that will help you do the job you are applying for. What job are you applying for?

Stevan: I'm applying for a job as a storeman/driver.

Jack: OK. Have you got any qualifications that are relevant to stores work or truck driving?

Stevan: My truck licence. That's a 3A licence.

Jack: Good. So write that down. How about skills? What skills have you got that are relevant?

Stevan: Well, I'm quite good on computers.

Jack: Great. Put down 'computing skills'.

Stevan: I don't understand this question about my medical history 'Do you have any medical conditions that may affect your job performance?' What does it mean?

Jack: It's asking if you have any medical problems that make it hard for you to do the job.

Stevan: No. I haven't. So I just tick 'No'?

Jack: Yeah. Now have you ever claimed for workers comp? Have you ever been injured on the job and got a workers compensation payment?

Stevan: Yes, I have. Three years ago I hurt my back. I was off work for three weeks and got treatment for my back.

Jack: OK. So tick 'Yes' and write 'treatment for back' and put the date when it happened.

Stevan: Right... Great, it's all done. Thanks Jack for all your help.

Jack: No worries and good luck for the job.

B. Complete the job application form with Stevan's details.

1. PERSONAL DETAILS

Full name Stevan Lekic
Address 10 Kittle St, Whyalla, SA 5600

2. EMPLOYMENT HISTORY

From - to	Employer	Job title	Duties	Reasons for leaving
<u>6/99 - 8/10</u>	<u>Mitchell Tyres</u>	<u>Machine operator</u>	<u>Machine operations, loading</u>	

3. EDUCATION

Highest secondary school completed _____ Year completed 1993
Tertiary qualifications achieved _____ Year completed _____

4. RELEVANT SKILLS/QUALIFICATION

Other qualifications (specify any additional qualifications that you think are relevant to the position)

Qualifications _____ Skills _____

5. MEDICAL HISTORY

Do you have any medical conditions that may affect your job performance?

No Yes (if YES, give details) _____

Have you ever claimed for workers compensation?

No Yes (if YES, give details) _____

Worksheet 3: Qualifications, training and experience

A **qualification**: a degree, diploma, certificate, or a licence.

Training: learning to do something, sometimes through a course.

Experience: knowledge and/or skills gained through all the jobs you have ever had.

A. Listen to Amina and Chris. Circle the correct words.

Amina



1. I **have** / **don't have** a university degree.
2. My office course was six months **part-time** / **full-time**.
3. An assistant childcare worker **needs** / **doesn't need** qualifications.
4. A **diploma** / **certificate** course in childcare studies takes two years.

Chris



1. I trained to be a forest technician at **high school** / **university**.
2. My forest technician qualification is like a TAFE **diploma** / **certificate**.
3. I have a licence to drive a **forklift** / **a truck**.
4. To be a driving instructor, I need to do a TAFE **course first** / **just pass a licence test**.

B. Listen to the dialogue again and complete the texts with words from the boxes.

office skills	childcare studies	job	university
TAFE	six months	two	three years
childcare	diploma course		



Amina went to _____ in London for _____ . After she came to Australia, she studied at _____ for _____ . She did an _____ course. She is working in that area now. However, she would like to change her _____ . She wants to work in _____ . She thinks she might do a _____ in _____ . This course will take _____ years.

training	forklift	works	five months
course	high school	parks	driving
forest technician	licence	study	



Chris was a _____ in his home country. A forest technician is someone who _____ in the national _____ . He went to a special forestry _____ and did one year _____ on the job. In Australia, he is qualified as a _____ driver as he has his forklift licence. He would like to do further _____ . He wants to be a _____ instructor so he needs to do a _____ at TAFE and then get a _____ from the government. This will take about _____ .

*C. Read the dialogue and correct your work.
D. Role play the dialogue.*

Chris: Did you go to uni Amina?

Amina: Yes, I went to uni for three years back in London, and got my degree. And after I came to Australia I did an office skills course at TAFE. That was six months full-time and I got a certificate for that. That qualification helped me get the job I have now.

Chris: Are you planning to do more training?

Amina: Not for office work. I'd like to change my job. I'd like to work in childcare.

Chris: In childcare. That's very different. Do you need qualifications to work in childcare, or do you just need experience?

Amina: Well, I can get a job as an assistant in a childcare centre without any qualifications or experience. But I don't want to be an assistant. So I might do a certificate course or maybe a diploma course in childcare studies. A diploma would be two years full-time study. So what qualifications do you have Chris?

Chris: Back in Ukraine I was a forest technician. You don't have them in Australia. Here it's like someone who works in a national park. I went to a special forestry high school and then did one more year of training on the job. So it's like a TAFE certificate in Australia.

Amina: I see. Have you got any more qualifications since coming to Australia?

Chris: No, not really. I have my car licence and a forklift licence. That's all. But I'm planning to do further training.

Amina: What kind of training?

Chris: I want to be a driving instructor so I'll have to do a course at TAFE and then get a licence from the government. That will take me about five months all together.

Worksheet 4: Job application form

Read the job advertisements.
Choose a job and complete the job application form with your details.

Machinist /Blind maker

Experienced or willing to learn a trade.
Full-time, excellent conditions and salary. Morley area.
Ring Tony for interview. 92731052

Motor Mechanic Apprentice

required for workshop in Leichhardt.
Non-smoking workshop.
Applicant should have 12 years educational background & mechanical aptitude.
Please apply by fax to 02 9371 4903

Clerical Assistant

Clerical assistant required for doctor's surgery in Glenelg.
4 days p.w.
Reception and general surgery duties.
Training provided. Good salary.
Phone Caroline for an application form on 8299 1111

Kitchen hand

Needed to work in busy take away food shop. 7am -2pm, Mon-Fri.
Duties: serve customers, make up lunch orders. No experience necessary.
Application form required.
Phone Hanna on 8261 4007

Bookkeeping

Qualifications and experience necessary. P/T.
Referees required.
Phone 9519 6214

Drivers

Permanent F/T drivers with current truck licence are required for the daily delivery of fresh fruit and vegetables throughout Brisbane. Early morning starts with Sat and Sun work necessary at times.
Applicants must be well presented.
Interested applicants contact Tim on 3170 4212

Teacher's Aide

Teacher's Aide required for kindergarten class.
12 hrs per week to set up and supervise children's activities.
No experience necessary. Ability to relate to 4 year olds essential.
Ring Freedale Kindergarten on 9697 9221

Wards Person Duke of York Hospital

Applicants are invited for a position of wards person.
Experience in hospital environment, ability to work in a team essential.
Good physical strength desirable.
Enquiries: Mr Diver ph 91234567

POSITION APPLIED FOR _____

PERSONAL DETAILS

Surname: _____

Given name: _____

Address: _____

Work phone: _____

Home phone: _____

Mobile phone: _____

Email: _____

CURRENT QUALIFICATIONS

Qualification title	Institution/Training provider	Year completed

Are you currently undertaking study/training? (tick one) Yes No

Course/Program name: _____

Full-time Part-time

PREVIOUS EMPLOYMENT

Employer	Dates (from-to)	Position held	Reason for leaving

REFERENCES

Please provide details of two people who can speak on your behalf regarding your work history.

Name	Contact number	Position held (e.g. supervisor)

What type of work are you available for? (tick one)

Full-time Part-time Other