

Worksheet 1



Worksheet 2
Warmer

Work with a partner.

Are these sentences about recruitment agencies true or false?

- | | |
|---|-------|
| 1. A recruitment agency can help you find a job. | T / F |
| 2. Registering with an agency means you'll definitely get work. | T / F |
| 3. You can only join one agency. | T / F |
| 4. You usually have to pay to join an agency. | T / F |
| 5. A temporary agency worker must get at least the National Minimum Wage. | T / F |
| 6. A temporary agency worker must get paid holidays. | T / F |

Task 1

Ali wants to register with an agency.

He goes to their website to see how to register.

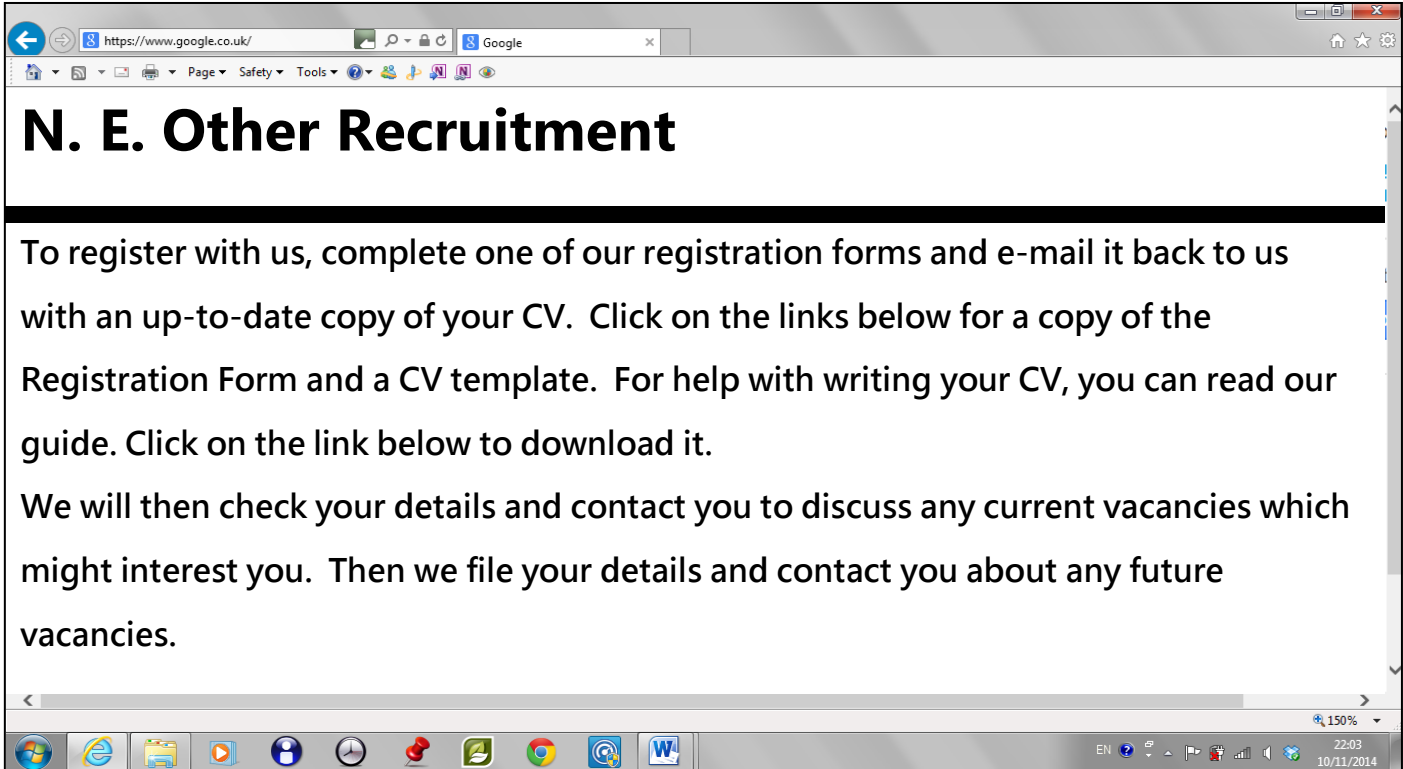
Here are some words from the website. Can you match the words with the meaning?

- | | |
|-------------------------------|---|
| 1. up-to-date / current (adj) | a) available job |
| 2. click (vb) | b) take from the Internet onto your computer |
| 3. link (n) | c) not old – with the most recent information |
| 4. template (n) | d) advice |
| 5. guide (n) | e) press the button on your computer mouse |
| 6. download (vb) | f) like a blank form to fill in |
| 7. vacancy (n) | g) writing on a website which you can click on to take you to another place |

Worksheet 3

Task 2a

Here is the information from the website:



Task 2a

Here are the different things Ali needs to do to register with the agency.

Read the information from the website and number the different stages in the order he needs to do them.

a. Read the guide to writing a CV.	b. The agency reads your form and CV and looks for a suitable job.
c. The agency contacts you about possible jobs.	d. The agency puts your details on their database.
e. Write / update your CV and complete the registration form.	f. Click on the link to download the CV writing guide.
g. Email your CV and the registration form back to the agency.	h. Click on the links to get the registration form and CV template.

Worksheet 4

Task 2b

Read the information on the website again.

Are these sentences true or false? Discuss with a partner.

- | | | |
|----|---|-------|
| 1. | The agency needs the Registration Form or your CV. | T / F |
| 2. | You must download the guide to CV writing. | T / F |
| 3. | You can use the CV template from the agency. | T / F |
| 4. | The agency will contact you when they get your form. | T / F |
| 5. | The agency will find a job for you. | T / F |
| 6. | The agency will keep your details. | T / F |

Task 3a

Here are some things you often have to put on a form. Do you know what they are asking for? Check with your partner. Check with your teacher if you aren't sure.

- | | | | |
|-----------------|------------------|----------------|------------------|
| 1. Title | 2. First name | 3. Last name | 4. Address |
| 5. Phone number | 6. Date of birth | 7. Nationality | 8. Email address |

Task 3b

Here are some things you might have to put on a form for a recruitment agency. Do you know what they are asking for? Can you match them with the meanings below?

- | | | |
|--------------------------------------|---|--------------------|
| 9. Highest academic qualification | 10. Employment status | |
| 11. Current or most recent job title | 12. Current or most recent employer | |
| 13. Reason for leaving last job | 14. Days sickness leave in the past 2 years | |
| 15. Type of role required | 16. Salary required | 17. Own transport? |
| 18. Willing to relocate? | | |

- How many days you didn't go to work because you were sick in the last 2 years.
- E.g. Unemployed / Employed full-time / Employed part-time / Self-employed etc.
- Why you left your last job.
- How much money you need from your job.
- Your job now, or your last job if you are unemployed.
- Do you have a car you can use for your job?
- The highest level of education you have a certificate for.
- The kind of job you are looking for.
- The organisation you work for now, or the last organisation if you are unemployed.
- Could you move to another area if there was a job there?

Worksheet 5**Task 3c**

Read the information about Ali.

Highlight and number the information from **Task 3a** and **Task 3b**.

2
My name is **Ali** Ahmed. I come from Sudan, but now I live in the UK at 123 Main Rd, Old Town, A1 12A. My telephone number is 07700 900559. I don't have an email address. I was born on the first of January, 1985.

I finished school in Sudan but didn't go to university.

My school certificate is equivalent to GCSE here.

I worked as a security guard for J Smith Warehousing Ltd. for four years, but I was made redundant three months ago and now I'm unemployed. I had 2 days off sick while I was doing that job.

I'm looking for more security work with a salary of about £12,000. I can drive but I don't have a UK licence. My children are at school in Old Town, so I need to find work here.



Worksheet 6

Task 4

Here is the form to register with NEOther Recruitment.

Your teacher will give you two copies of the form.

Fill in one form with Ali's information and the other with your information.

NEOther Recruitment					Registration Form	
<small>PLEASE USE BLOCK CAPITALS AND BLACK INK</small>						
Title	First name			Last name		
DOB	D D	M M	Y Y Y Y	Nationality		
Address				Tel.		
				Email		
Postcode						
Highest academic qualification						
Employment status						
Current or most recent employer						
Current or most recent job title						
Reason for leaving last job						
Days of sickness during the past 2 years						
Type of role required						
Salary required						
Do you have your own transport?				yes / no		
Would you be willing to relocate?				yes / no		
<p>Signed: _____ Date: _____</p>						



