

Unit

10

Finding work

You will learn about ...

- ♦ job applications
- ♦ personality types
- ♦ letters of application and CVs
- ♦ body language in job interviews

You will learn words like these ...

junior **strengths** **employment**
full-time **employee** **applicant**
qualifications **employee**
registration **passionate** **CV**
hard-working **enthusiastic**
weaknesses **senior** **ambitious**

Who are you?

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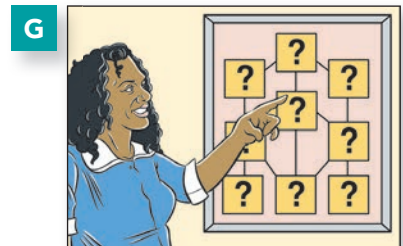
Interview checklist

1. Could you tell us something about yourself?
2. What do you know about our organization?
3. Why do you want to work for us?
4. What are your strengths?
5. What area can you improve?
6. What motivates you at work?
7. Have you worked in a team? What did you learn?
8. What are your communication skills like?
9. Where do you see yourself in five years' time?
10. Have you got any questions?

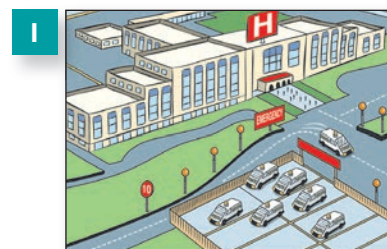
You've got a very good children's ward. I worked in a children's ward during my training. _____



I want to achieve care targets and, hopefully, get a promotion. I really want recognition from my manager. _____



I can explain myself well, in speech and in writing. I listen carefully to people and I try to understand their point of view. _____



In the care home, I helped to organize activities for the patients, so I understand the importance of working together. _____

I'd like to be a head nurse someday ... in your hospital, maybe. _____

Can you tell me more about the structure of the hospital? _____

Well, I finished my nursing course a year ago. I've worked in a care home for the elderly and as a home carer. I'd like to take the next step in my career. I E

You are one of the largest hospitals in the city. _____



I'm hard-working and ambitious. I want to help the organization be successful. _____

I'm not very organized, but I'm trying hard to improve. _____

A Study the Interview checklist.

1. Match each question to one of the answers in the speech bubbles. Write 1–10.
2. **122** Listen and check.
3. Match the answers in the speech bubbles to the pictures. Write A–J.
4. Cover the speech bubbles. Can you remember the questions and answers from the pictures? Use your own words.

B Work in pairs. Read the questions again.

1. Answer each question about yourself.
2. Practise the questions and answers in pairs.

C Study the interview tips below.

1. Explain each tip. Why is it a good idea?
Check the location so you can work out the travelling time.
2. Can you think of any more tips?

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Top tips for interviews

1. Plan your answers to questions from the checklist.
2. Practise the interview with a friend.
3. Research the organization before the interview.
4. Check the location of the interview.
5. Dress for success.
6. Arrive 15 minutes before the interview.
7. Bring a portfolio with diplomas, job references, examples from your work, etc.
8. Think of some questions to ask at the end of the interview.

Nurse needed

Always read a job advertisement very carefully and think ... Am I this person?

Community healthcare worker
 Anaesthetist Cardiologist
 Plastic Radiographer
 surgeon Paediatric nurse
 Healthcare manager
 Hospital Psychiatric nurse
 receptionist GP ER doctor
 Occupational health nurse

A Work in pairs.

1. Make a list of three jobs in the healthcare industry that you would like to do.
Cardiac care nurse
2. Compare your list with another pair. Which is the most popular job in the class?

B Scan the job advertisement on page 139 quickly. Find the information in the box.

Job title?	<i>Occupational health and safety nurse</i>
Location?	
Salary?	
Full time or part time?	
Days?	
Temporary or permanent?	
Hours?	
Contact person?	

C Carla Lopez is applying for the job.

1. Read some sentences from her application. Match each sentence with a requirement.
2. Does Carla deal with all the requirements in the advertisement? Explain your answer.

- a.

I have a nursing diploma.
They (successful applicants) will have a good level of general education.
- b.

I enjoy working with people to achieve goals.
- c.

Working in a company is different from working in a hospital, but I prefer it.
- d.

I like to know the people I work with well. We each have our strengths and can help each other.
- e.

I grew up in Birmingham, so I know the city very well.
- f.

I like talking to people. I am a good listener and I like solving problems.

✓ Reading skill: Active reading (2)

Employees at the company work in shifts, so applicants for this post **must be willing to work weekends.**

✓ *I am willing to work at the weekend.*

When you read a job advertisement, **highlight** the requirements. Then think: *Can I do this?*

Read the advertisement on page 139. Highlight the requirements.

Could you apply for this job? Why/Why not?

D Study the words in the boxes.

1. Cover the job advertisement. Use words from each box to make phrases.
daily duties
2. Check and find the phrases in the advertisement.

Adjectives

~~daily~~ full-time
permanent
previous safe
strong successful
wide working

Nouns

~~duties~~ applicants
employment
environment
experience
hours job
range relationships

E Would you like this job? Why/Why not?

Occupational health and safety nurse (OH&S) (in-company)

About the job

CityHealth is looking for an OH&S nurse. The client for this post is a big foods company. Fresh and frozen food products for consumers of all ages are produced in their Birmingham Production Centre. Occupational Health and Employee Care is important for their success, and here's where you come in.

Successful applicants for this post will have excellent communication skills and be good teamworkers. They will have a good level of general education. They enjoy dealing with employees. They are able to develop strong relationships with their colleagues. Training in occupational health and safety is essential. A good knowledge of the local area is important.

A wide range of daily duties is included in the job, such as maintaining safe work practices, developing occupational health policy, caring for employees, creating a safe work environment, organizing first aid facilities and doing health screening. Employees at the company work in shifts, so applicants for this post must be willing to work weekends.

Previous experience of OH&S nursing is an advantage. However, it is not essential, because full training is given.

If this is the job for you, send an email application (download the form here) with your CV to Rita Tiago at r.tiago@cityhealth.com

Summary

Job type
Full-time job
Permanent employment

Working hours
Irregular, day and night shifts, includes weekends

Career level
Entry-level or experienced

Salary
£26,000–£30,000 p.a. depending on experience

Job reference code
TB-CAM-OHS

Grammar for reading: Understanding long subjects

Subject	Verb	Extra information
The client for this post	is	a big foods company.
A good knowledge of the local area	is	important.
A wide range of daily duties	is included	in the job.
They	enjoy	dealing with employees.

Some sentences have subjects with long noun phrases, e.g., *a wide range of daily duties; successful applicants*.

There is often a **quantity** or an **adjective** before the noun.

There is often a **preposition** + a **noun** after the main noun(s).

Find the subject of each sentence in the job advertisement. What is the verb in each sentence?