

Job Application Words

This resource was first used with students on New Deal programmes. It can be used as an individual cut and stick exercise or laminated and used as a card match activity.

Page 2 shows the correct answers. If students are cutting out the cards themselves (before matching up and sticking down) use page 3 where the answers are mixed up!

Main Curriculum References

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| Rw/E2.1 | - Read and understand words on forms related to personal information (e.g. first name, surname, address, postcode, age, date of birth). |
| Rw/E3.2 | - Read and understand words and phrases commonly used on forms. Know that some words and phrases are commonly used on forms (e.g. occupation, employer, make payable to, direct debit, block capitals). |

manager	a person responsible for people or business
sincerely	written at the end of a letter before your signature
reply	an answer to something
position	a job or post in a company
qualification	gained through proving a skill
attend	to be at an event
course	a number of lessons
application	written completion of one of these is needed for a new job
experience	things you have done
interview	when a manager asks you questions in order to get a job
location	place
PTO	please turn over
DOB	date of birth
am	morning
pm	afternoon
NI	national insurance
quals	qualifications

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