

Test Your Reading Skills

Reading Job Advertisements 2

Read the following extracts from job advertisements. Complete the gaps using the words below, then match each extract (1-10) to a sentence (a-j):

vacant application form on-site sharing online
chat short-listed nights pro rata regardless

1. You can apply _____ at www.bobparsonshousing.com.

2. To work 15 hours per week – starting salary £15,945 per annum _____ (under review).

3. Please be aware that only _____ candidates will be contacted.

4. Please contact Olwen Simpson for an _____: Bob Parsons Housing, 1 Gloucester Close, Retail Development Park, Coventry Lane, Birmingham, B1 4PP.

5. Situations _____.

6. Days/_____/Weekends

7. Job _____ – 2 days per week – Thursday & Friday.

8. Free _____ parking.

9. To arrange an informal _____ with our team call Derek on 07894 7752443.

10. We welcome applications from all candidates, _____ of ethnic origin, religious belief, gender, sexual orientation, disability, or age.

- a) Write to us and we will send you an application form.
- b) Someone else will do the job on the days when you are not there.
- c) We are not prejudiced about who we employ.
- d) You will be paid less than the figure shown here.
- e) If you travel by car, you can leave it at work for no extra charge.
- f) If you would like to come and see us to find out more, please phone us.
- g) List of available jobs.
- h) When you may be required to do this job.
- i) Visit our website, where you can make your application.
- j) We will not acknowledge your application unless we invite you to interview.

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Answers:

1. You can apply **online** at www.bobparsonshousing.com.
 2. To work 15 hours per week – starting salary £15,945 per annum **pro rata** (under review).
 3. Please be aware that only **short-listed** candidates will be contacted.
 4. Please contact Olwen Simpson for an **application form**: Bob Parsons Housing, 1 Gloucester Close, Retail Development Park, Coventry Lane, Birmingham, B1 4PP.
 5. Situations **Vacant**.
 6. Days/**Nights**/Weekends
 7. Job **sharing** – 2 days per week – Thursday & Friday.
 8. Free **on-site** parking.
 9. To arrange an informal **chat** with our team call Derek on 07894 7752443.
 10. We welcome applications from all candidates, **regardless** of ethnic origin, religious belief, gender, sexual orientation, disability, or age.
- a) 4.
 - b) 7.
 - c) 10.
 - d) 2.
 - e) 8.
 - f) 9.
 - g) 5.
 - h) 6.
 - i) 1.
 - j) 3.

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