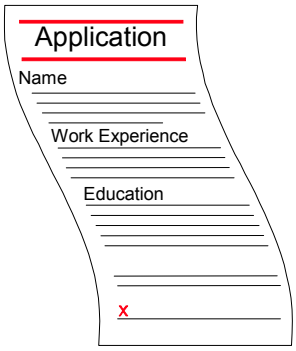
| | | |
|---|---|---|
| appointment | help wanted sign | application form |
| notice board | signature | telephone |
| | |   |
| | | |

a b c d e f g h i j k l m n o p q r s t u v w x y z

✍ Write the words.

Put the words in alphabetic order.

_____

_____

_____

_____

_____

_____

application form

_____

_____

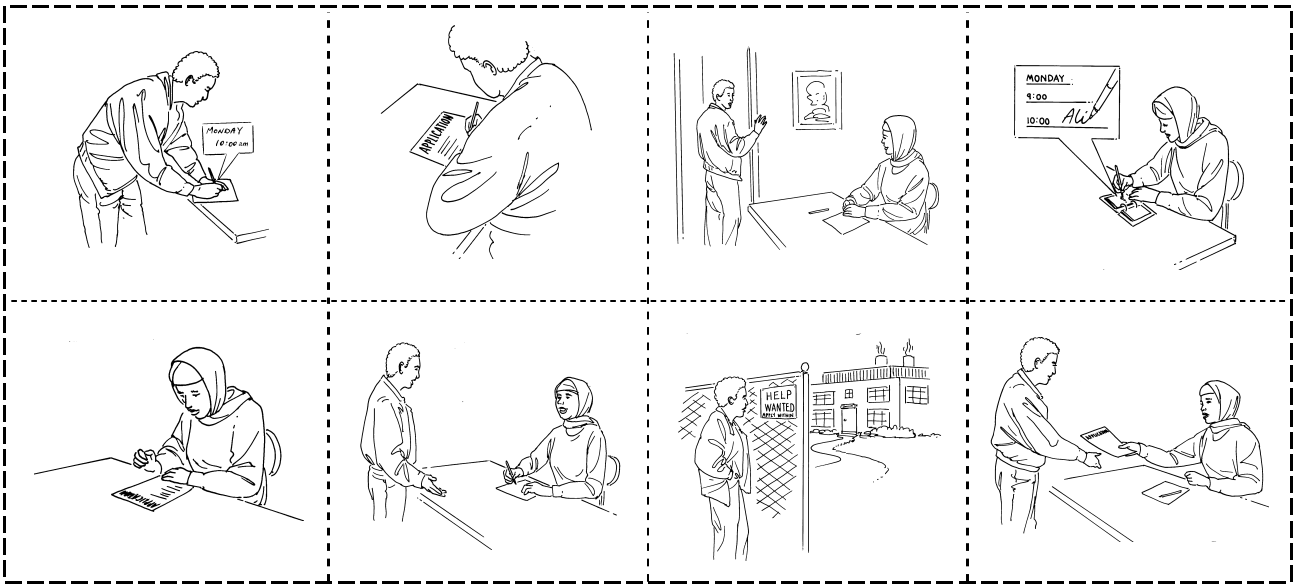
_____

_____

_____

**Instructor's Note:** See page 26 for instructions.

✂ Cut the pictures. 👂 Listen to the story. Put them in order.




✂ Cut the sentences. 👂 Listen to the story. Match to the pictures.

Ali sees a **help wanted** sign.

He goes to the office.

The secretary gives him a job application form.

Ali fills out the application form.

The secretary reads the form.

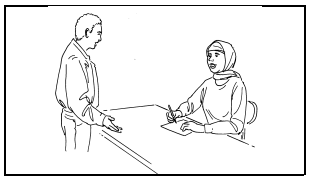
She makes an appointment for Ali.

Ali writes the date and time.

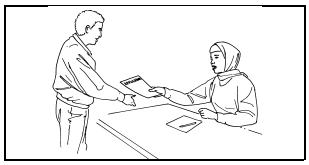
He says thank you and goodbye.

## ✍ Match.

Ali fills out the application form.



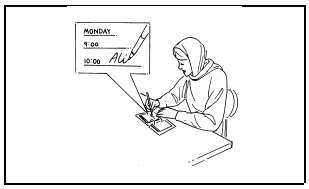
Ali writes the date and time.



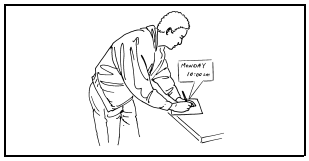
She makes an appointment for Ali.

Ali sees a **help wanted** sign.

He says thank you and goodbye.




The secretary gives him a job application form.

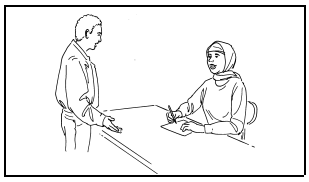



He goes to the office.

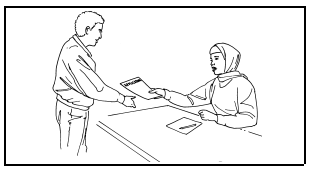
The secretary reads the form.

✍ Copy the sentences from the story.

_____



_____



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_____

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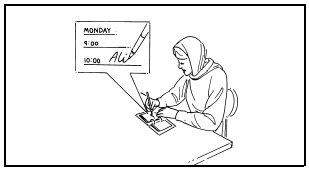
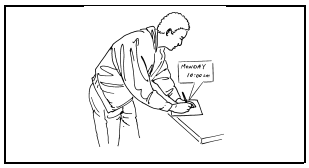



_____



_____

_____

✍ Circle **yes** or **no**.

| | | |
|---|---|---|
| Ali sees a **help wanted** sign. | yes | no |
| Ali goes to the office. | yes | no |
| He fills out an application form. | yes | no |
| The secretary fills out the application form. | yes | no |
| The secretary makes an appointment. | yes | no |
| Ali begins work on Monday. | yes | no |

✍ Answer the questions in complete sentences.

Who sees a **help wanted** sign?

_____

Who gives Ali a job application form?

_____

Who fills out the application form?

_____

Who makes an appointment for Ali?

_____

Who says thank you and goodbye?

_____

✍ Unscramble the sentences. Write the sentences.

Ali a **help** sees sign **wanted** .

_____

office the goes He to .

_____

application The form secretary job gives a him .

_____

form Ali application fills the out .

_____

The reads secretary form the .

_____

Ali She for makes appointment an .

_____

time date Ali and writes the .

_____

This is Ali's job application form.

## Application for Employment

please print

Name: Ali Abar
Date: April 2, 2000
Address: 42 Blue Street
Apt. No.: 202
City: Kitchener
Province: Ontario
Postal Code: M3L 2I3
Telephone: ( 519 ) 737-4839

### Employment

Name of Company: Kitchener Taxi
Address: 22 King Street, Kitchener, Ontario
Dates Employed from: January 1998 To: March 1999
Position: taxi driver

### Availability

☐ full-time ☑ part-time

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|---|
| morning | ✓ | | | | | ✓ | ✓ |
| afternoon | ✓ | | | | | ✓ | ✓ |
| evening | | | | | | | |
| night | | | | | | | |

*Ali Abar*
Signature

April 2, 2000
Date

✍ Circle the correct answer.

| | |
|---|---|
| Ali lives on | a) 42 Blue St.<br>b) 22 King St. |
| Ali worked at | a) Kitchener Trucks.<br>b) Kitchener Taxi. |
| He was a | a) truck driver.<br>b) taxi driver. |
| He worked from | a) March 1999 to January 1998.<br>b) January 1998 to March 1999. |
| He left the job in | a) January 1998.<br>b) March 1999. |
| Ali wants to work | a) full-time.<br>b) part-time. |
| He wants to work | a) Sunday, Monday and Tuesday.<br>b) Friday, Saturday and Sunday. |
| He wants to work | a) days.<br>b) nights. |

✍ Fill out the application for yourself.

## Application for Employment

please print

Name _____ Date _____

Address _____ Apt. No. _____

City _____ Province _____

Postal Code _____ Telephone (  ) _____

### Employment

Name of Company _____

Address _____

Dates Employed from _____ To _____

Position _____

### Availability

☐ full-time ☐ part-time

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|---|
| morning | | | | | | | |
| afternoon | | | | | | | |
| evening | | | | | | | |
| night | | | | | | | |

_____ _____

Signature Date

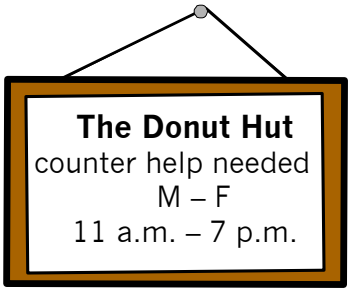
📖 Read the signs.
✍ Answer the questions.

Where is the job? _____

What is the job? _____

What are the days? _____

What are the hours? _____




Where is the job? _____

What is the job? _____

What are the days? _____

What are the hours? _____

Where is the job? _____

What is the job? _____

What are the days? _____

What are the hours? _____