

3**Application for a Job****How do you apply?**

Before you apply, ensure that you know what the job is about. Read the Job Description carefully.

Dialogue Lost Documents

Exercise Phrases to use or rather leave out.

Grammar -

Comp. -

JOB DESCRIPTION - Outline**SUMMARY**

General summary of job as such.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the employee.

SUPERVISORY RESPONSIBILITIES

Must the employee supervise other employees? If yes, what is required.

ABILITY and SKILLS

Knowledge, skills and ability to do the job.

EDUCATION and/or EXPERIENCE

Completed relevant education (academic) and / or experience.

LANGUAGE SKILLS

Language competency - what is required and what does the applicant have.
How is this required in the job?

MATHEMATICAL SKILLS

Any mathematical skills that might be required for the job.

REASONING ABILITY

The employees ability to reason and requirements for the job.

CERTIFICATES, LICENSES, REGISTRATIONS

Does the employee have professional certificates and licenses, registered with relevant organisations?

PHYSICAL DEMANDS

Can the employee perform the required physical functions?

WORK ENVIRONMENT

The work environment as such - health risks etc.

Use the above to write a brief job description within your field of study.