SAMPLE

ESB ESOL for Work Entry 3 Section 4 Writing [at *Entry 2*]

An application form

1] Choose from the following jobs, or think of a different job that you would like to do.

Delivery drivers	**Home care assistants**	**Office assistant**	**Hotel staff**
Drivers wanted for newspaper distribution to newsagents. 2am to 6 am, five day rota.	Staff needed to provide help in the home for elderly people.	Office assistant needed for estate agent's.	Room cleaners and dining room staff wanted for four star city centre hotel
Clean driving licence essential.	Experience desirable but training will be given.	Must be able to use PC computers.	Must be able to work at weekends.

2] Complete the form. Use full sentences in Part 2 <u>You do not have to write true information.</u>

APPLICATION FORM

Which job are you interested in?			
Part 1	**PERSONAL DETAILS**		
Forename(s):		**Surname:**	
All previous names used:			
Address:			
		Post Code:	
Tel No: (Home)		**Tel No: (Work)**	
Mobile:		**Email:**	

Part 2	**SUPPORTING INFORMATION** Tell us why you think you can do this job