

## Topic 14.6 Employees – The Application Process

- **vacant** ADJ  
**vacancy** (vacancies) N-VAR

A position becomes **vacant** when a worker leaves it or one is created. It must be filled by employing another worker.

- **apply** (applies, applying, applied) VERB  
**applicant** N-COUNT  
**application** N-VAR

When a position becomes vacant, people interested in the job **apply for** it. These **applicants** send in **applications** for the job.

- **be shortlisted** (VERB)

When there are many applicants for a job and only a few are chosen to go through to the next round of recruitment, these applicants **are shortlisted** for the job or are **on the shortlist**

- **job** N-COUNT  
**work** N-UNCOUNT  
**work** (works, working, worked) VERB  
**position** N-COUNT  
**post** N-COUNT  
**post** (posts, posting, posted) VERB

**Work** or **a job** is something that you do to earn money or because you have to. The **position** or **post** is the **job** to which you are appointed. Announcements of **job opportunities** are **posted**, or advertised.

*Below are all positions vacant at Taronga Zoo, Sydney and Taronga Western Plains Zoo, Dubbo.*

*That figure does not include the approximately 1 million not officially registered as out of work.*

*Diego Costa says that he never takes his work home with him.*

*More than 800 teachers have been made redundant and at least 1,000 teaching posts have been lost across England and Wales at the start of the new academic year.*

- **cv**  
**résumé**  
**cover letter**  
**motivation letter**  
**application letter**

Your **cv** (**curriculum vitae**) or **résumé** is a short overview of your skills, qualifications and work

experience. A **cover letter** is a formal letter describing the accompanying documents and/or other items and the reasons for sending them. A **motivation letter** or **application letter** is a letter that is submitted with a job application explaining your credentials and interest in the open position. Sometimes a **motivation** or **application letter** is referred to as a **cover letter**.

- **recruitment agency** (N-COUNT)

A **recruitment agency** finds jobs for people seeking them and finds people to fill particular jobs.

- **interview** (N-COUNT)  
**interviewer** (N-COUNT)  
**interviewee** (N-COUNT)  
**interview** (interviews, interviewing, interviewed) VERB

After being shortlisted for a job, an applicant can be called to an **interview**. The **interviewer** asks the applicant questions. The applicant is the **interviewee**.

- **experience** (N-VAR)

When you describe the practical contact with the jobs you have had, you are talking about your **work experience**. If you refer to a particular event or occurrence that left an impression on you, you are talking about an **experience**.

*The past six weeks have been an experience I'll never forget.*

*Ahmad is an investment banker with over 25 years' experience in debt capital markets and investment banking.*

- **employ** (employs, employing, employed) VERB  
**employer** N-COUNT  
**employee** N-COUNT  
**employment** N-UNCOUNT

The person who **employs** you is your **employer** and as the worker, you are the **employee**. **Employment** refers to the state of having paid work, or being employed.

*It is a forward-thinking university with an excellent graduate employment record and a diverse student population*

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1. Use the words in the box to complete the paragraphs.

position	positions (2x)	applying	applied	apply
applicants	employment	job	posts	
posted	résumés	interviews	applicant's	

The University of Chicago Library Personnel Office \_\_\_\_\_ all available Library \_\_\_\_\_ on the \_\_\_\_\_ opportunities page and on the University's employment website. The \_\_\_\_\_ remain \_\_\_\_\_ until they are filled.

**Staff positions** may be \_\_\_\_\_ for by logging on to the university's \_\_\_\_\_ website <http://jobs.uchicago.edu>. \_\_\_\_\_ **sent via fax, mail or email will not be considered**. On the website, you must create a profile and then you will be able to \_\_\_\_\_ for the positions you are interested in. Qualified \_\_\_\_\_ are then called in for \_\_\_\_\_ based upon the department's criteria and the \_\_\_\_\_ experience level. If you would like assistance \_\_\_\_\_ for a Library \_\_\_\_\_, please contact the Library Personnel Office.

2. Place the events in the logical order.

- a. Interviews are held.
- b. A short list is compiled.
- c. The position is filled.
- d. A job position becomes vacant.
- e. Applications are received.
- f. An advertisement is posted.

3. Match each item on the left with one the right to form an expression related to getting a job. Use the expressions you created to complete the paragraph. You will have to conjugate the verbs.

i. current	a. interviewed
ii. to fall	b. experience
lii. to get	c. an interview
iv. to apply	d. vacant
v. to be	e. for
vi. lack of	f. job

When I \_\_\_\_\_ for my \_\_\_\_\_ in 2010, I fibbed. I said that my then role as controller of Radio 4 was so enjoyable (and it was) that I had not thought of \_\_\_\_\_ anything until the St Peter's post \_\_\_\_\_. In fact, I had applied in 2008 to be England's football manager – as a job share with a friend who is a retired orthopaedic surgeon. I was not optimistic about \_\_\_\_\_ with Brian Barwick, the former BBC head of sport who was then chief executive of the FA, but I was a bit upset not to receive a rejection – or at least an acknowledgment. My \_\_\_\_\_ would have made no difference, for the simple reason that the players we've got are not good enough.

Mark Damazer, *The Guardian*, 10 February 2012