

Sajida wants to apply for a cleaner's job. She phones the number from the advertisement to ask for an application form. Put her conversation in the right order. The first one's been done for you:

**A** Good morning, ABC Offices Administration, Gina speaking. How can I help?

**B** Of course. Can I have your name, please?

**C** Can you spell that, please?

**D** O.K. And now I will need your address.

**E** Can I also have your phone number?

**F** The mobile will be O.K.

**G** Do you have an email address so that I can send you the application form ?

**H** That's fine. Thank you. We will send you the application form tomorrow. You will have to send it back to us with a CV and a covering letter.

It's Sajida Sultani.

Do you want my mobile number or the landline?

Yes. Its S-A-J-I-D-A for Sajida and S-U-L-T-A-N-I for Sultani.

Thank you very much. Bye.

Yes, I would like to apply for cleaner's position.

It's 0789 1234567.

It's 12 Station Road, BD1 2AB, Bradford.

Oh, yes of course ! It's sajida.sultani@gmail.com

This is what Sajida wrote about herself. Read it and fill in the empty spaces with the information from the dialogue on the previous page:

My name is \_\_\_\_\_ Sultani. I am 28 years old and I come from Pakistan.  
 I finished school in Pakistan before I came here. I have been in England for eight years and I passed my Level 1 ESOL exam and the 'Life in the UK' test. I am married with two children. I live in Bradford, at 12 \_\_\_\_\_. My postcode is \_\_\_\_\_. Our telephone number is 01274 987654. I also have a mobile. My number is \_\_\_\_\_.  
 I worked as a shop assistant in Kashmir Clothes Store in 2004 and as a cleaner in Punjab Restaurant in 2001 to 2003. Later I was looking after my children.  
 I have a National Insurance, which number is AB123456C and a valid work permit. I have never had any problems with the law or the police.  
 I don't have any health problems and currently I am learning how to drive.

Now, using the information from the text fill in Sajida's application form:

<b>ABC Offices</b> <i>Job Application Form</i>	
<b>All applicants are advised to write in BLOCK CAPITALS with black ink.</b>	
Position applied for:	
First name:	
Surname:	
Age:	
Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/> (tick as appropriate)
Address:	
Telephone Number:	
Mobile Number:	
Country of Origin:	
Knowledge of English:	
Driving Licence:	
National Insurance Number:	
Health Problems/Disabilities:	
Criminal Convictions:	
Previous Employment:	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>