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ABSTRACT

To assist the youthful learner of English as a second language in dealing with help-wanted ads and employment , agencies, a series of dialogues, comprehension questions, readings, and points of discussion are presented. The text is illustrated with sample forms.
(JB)

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STUDENT LESSON #2

FINDING A JOB

UNIT I

**READING WANT ADS AND
USING EMPLOYMENT AGENCIES**

English for Living

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The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Bureau of Bilingual Education
Albany, New York 12234

1979

OBJECTIVES

When you finish this module you will be able to:

1. Read and understand the Help Wanted advertisements.
2. Answer questions asked at an employment agency.
3. Fill out a job application form.
4. Answer questions asked in an interview at an employment agency.

UNIT I

SITUATION SETTER

One way to find out about job openings is to look in the newspaper at the Help Wanted advertisements. The Help Wanted advertisements are in the classified section of the newspaper. The jobs are usually listed in alphabetical order.

Some ads give you a lot of information about a job. Other ads give you very little information. Every ad will include either a telephone number to call, an address to write to, or a place to go. An ad may tell you to call or go to an employment agency.

HELP WANTED ADS — WORDS AND ABBREVIATIONS

These are some of the words you will find in the Help Wanted ads:

Apply in Person – you must go to the address given to apply for the job.

Call for Interview/

Call for Appointment – you must telephone to find out when you can go for an interview.

Fee Paid – the employment agency's fee will be paid by the employer.

Full time – 40 hours a week or 5 days a week.

Part time – less than 40 hours a week or less than 5 days a week.

Temporary Assignments – work only for a short period of time. It may be only one day or a week or two.

The advertisements often use abbreviations or shortened words. These are some of the abbreviations used in the Help Wanted ads.

exp. – experience

pref. – preferred

ref. – references

req. – required

hr. – hour

co. – company

app t. – appointment

READING: HELP WANTED

Here are some ads from the Help Wanted section of the newspaper. Read them, and see if you can answer the questions.

CASHIER, part-time. Apply in person. 9 a.m. to 2 p.m. ShopRise. Wolf Road.

CLERK/TYPIST - Temporary Assignments—No exp. necessary. Call the Baker Agency—332-3232.

RECEPTIONIST - \$130. Fee Paid. Busy office. Typing req. Call Dunbar Employment Agency. 489-6232.

SALESPERSON - Part-time Ladies clothing. \$2.50/hr. Apply in person 16 Colvin Ave. 6-9 p.m.

SECRETARY for Construction Co. Experience pref. Good typing skills & shorthand req. For interview call 334-3923.

TAXIDRIVERS - Exp. pref. Must have license. Apply in person. State Cab Company, 123 Central Ave.

BABYSITTER - my home. 4-6 Mon.-Fri. One child, age 6. 459-3737.

HOUSECLEANING - private home, 3-6 Mon., Wed. exp., own transportation. 382-8585.

KITCHEN ASSISTANT - part time, 4 hrs. daily. Apply in person Tues. 3:30-6:00. Press Box Restaurant, 326 State St.

MECHANIC'S HELPER - station attendant. Must be able to do light mechanical repairs. Neat and dependable. Apply Glenville Car Care Center, Rt. 50, Glenville.

COUNSELORS - overnight children's camp near Albany. Arts & crafts; photography. 489-3000.

PART-TIME - office cleaning, 4-7, 3 days a week. Call 559-3232.

25 PEOPLE NEEDED for telephone sales work in the Albany area. No exp. necessary, morning and evening shifts available. We train, students welcomed. Apply at 228 Nott St.

RECEPTIONIST for animal hospital, Latham area. 3-8 p.m. & some Sat. s. Box 29H Gazette.

PART-TIME STOREROOM PERSON. 3-7 p.m. Weekdays.
100 State St. Albany.
Call Mr. Brown 253-8000
between 3-5 p.m. An equal
opportunity employer.

MOVER'S HELPER. Part time. \$3.50 to start. Call 781-5500.

DISCUSSION QUESTIONS

1. Would you be interested in any of the jobs listed? If so, which ones?
2. Which ads were put in by employment agencies? Which one charges a fee? Who pays it?
3. What information do most of the ads include? What things are not included that you would ask about?
4. Do you have a part-time job? How did you find it?

* * * * *

If you find an ad for a job that sounds interesting to you, and you want to find out more about the job, call the telephone number, write a letter, or visit the address given.



DIALOG

Bruno found an advertisement for a mechanic's job in today's Help Wanted ads. A telephone number was given. He's calling to find out if the job is still open.

Voice: Joe's Service Station.

Bruno: Hello, my name is Bruno Giordano, and I'm interested in the mechanic's job you advertised in the Times Union. Is the position still open?

Voice: Yes, it is. Can you come in for an interview tomorrow at 9:30?

Bruno: Yes, I can. Thank you.

COMPREHENSION QUESTIONS

1. What kind of a job is Bruno looking for?
2. Where did he find the ad for the job?
3. What does he do to find out more about the job?
4. Is the job still open?
5. Where is the job?
6. When is his interview?



USING EMPLOYMENT AGENCIES

Another way to find out about job openings is to go to an employment agency. An employment agency has a job file. This means that they have a list of jobs and they will try to find the right one for you. There are two kinds of employment agencies. One is a public agency, such as the New York State Employment Service. The other is a privately owned business, such as Dunbar Employment Agency. The public agency is free; the private agency charges a fee for its service. Sometimes you pay this fee; sometimes the employer pays it.

When you go to an employment agency, the first thing you usually do is talk with an employment counselor. After that, the counselor asks you to fill out an application form. This form asks about the type of job you want, your education, your training, and your job experience.

COMPREHENSION QUESTIONS

1. What is another way to find out about job openings?
2. What is an employment agency?
3. What are two kinds of employment agencies? How are they different?
4. What is a job file?
5. What is a fee?
6. What happens when you go to an employment agency?
7. What kinds of questions should you be ready to answer?

DIALOG

Bruno just graduated from high school. He needs to find a job. He went to the Dunbar Employment Agency. Bruno is talking to Mrs. Price, the employment counselor, about a job.

Mrs. Price: Good morning. How are you?

Bruno: Fine, thank you.

Mrs. Price: What kind of job are you looking for?

Bruno: I'm looking for a job as a manager.

Mrs. Price: There's an opening for a management trainee with the Star Ice Cream Corporation. Are you interested?

Bruno: Yes, I am.

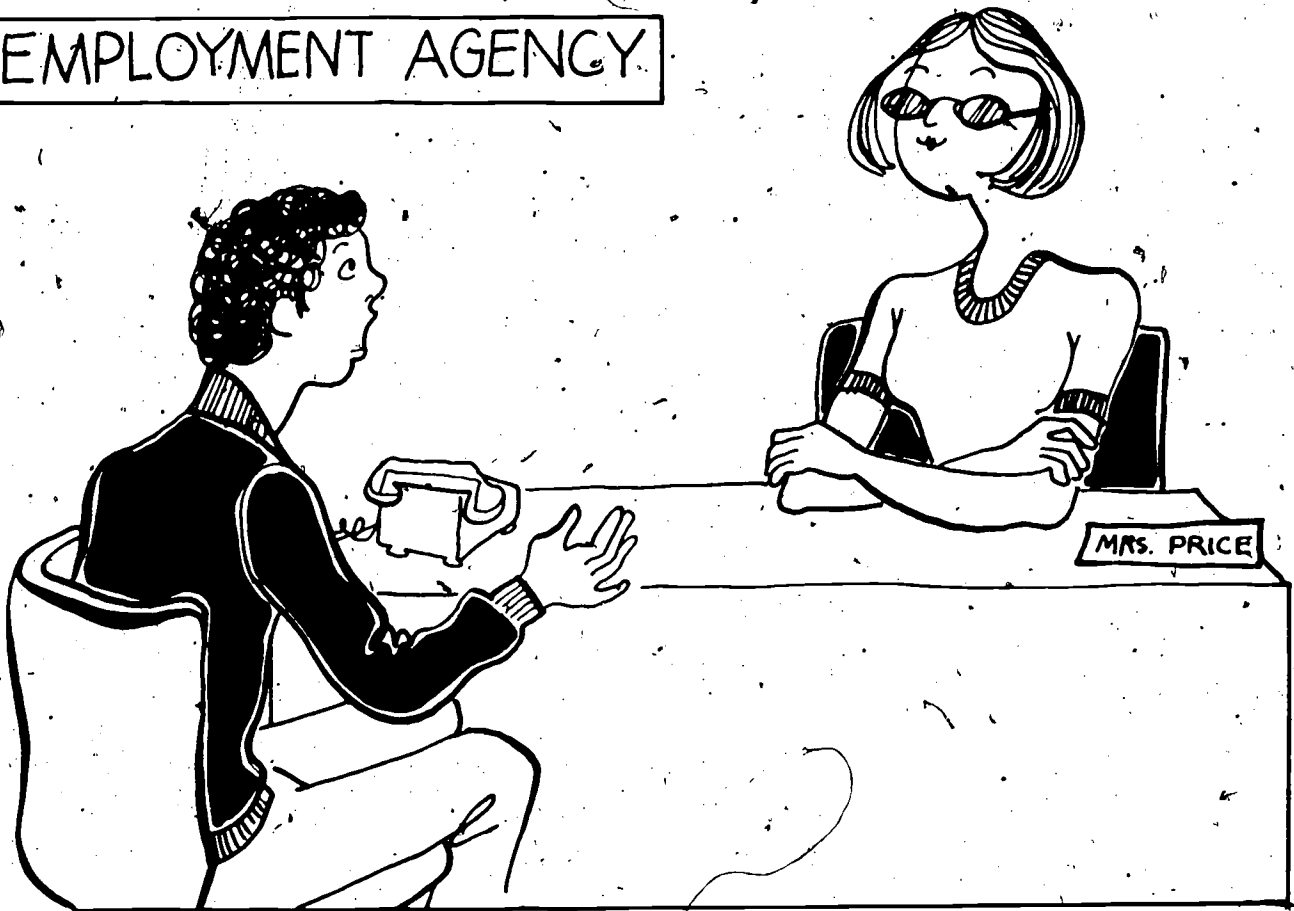
Mrs. Price: O.K. I'll call them and arrange an interview for you.

Bruno: Thank you.

COMPREHENSION QUESTIONS

1. Why did Bruno go to the Dunbar Employment Agency?
2. Who is he talking to?
3. What does Mrs. Price ask Bruno?
4. What kind of job is Bruno looking for?
5. Where is there a job opening?
6. What does Mrs. Price say she will do?

EMPLOYMENT AGENCY



MICROCONVERSATION 1: Practice these conversations with another student.

Student A: What kind of position are you looking for?
job

Student B: I'm looking for a position as a mechanic.
job : secretary.
waitress.
cook.
bank teller.
truck driver.
waiter.

MICROCONVERSATION 2

Student A: Do you have any experience?

Student B: Yes, I was a part-time cook for two years.
secretary
clerk

MICROCONVERSATION 3

Student A: Do you have any openings for a mechanic?
waitress?
secretary?
waiter?

Student B: Yes, we do.
No, we don't.

MICROCONVERSATION 4

Student A: What did you study in high school?

Student B: I studied mechanics.
food service.
hairdressing.
printing.
bookkeeping.

Here is an application from the Dunbar Employment Agency. Dunbar is a private employment agency, therefore, there is also a contract you must sign. The contract tells the fee you must pay if the agency finds a job for you.

NAME Tran Hoa Date 12/76
 ADDRESS 124 main Street Albany New York 12221 2 1/2 years
 Phone 459-6718 Alternate phone 459-2332 Height 5'7" Wgt. 150 Birthdate No Trang
 Marital Status single How Long _____ Spouse Employer _____ How Long _____ Age of Children _____
 Car Available? Yes No Dupline? Yes No How referred to Dunhill? a friend

EMPLOYMENT HISTORY

	Latest Job	Previous Job	Prior Job
Employment Dates	10/75 to 1/76	4/75 to 9/75	11/74 to 3/75
Company & Division	Getty Service Station	AAA Car Care	The Menu Man
Address	Central Avenue Colonie	Scienceady Road Latham	Twenty Mall Guilderland
Type of Company	Gas Station Repairs	Auto Repair/Towing	Restaurant
Phone Number	459-6832	123-1231	456-4561
Supervisor's Name	Bob Jones	Charles Jackson	Mrs. Gladstone
Size of Office Staff	two	one	four
Title & Duties	pumped gas, minor repairs on cars & trucks	drove tow truck repaired cars	waiter
Earnings - Begin/end	2.50/hr, 2.75/hr	2.50/hr, 2.50/hr	2.30/hr, 2.50/hr
Reason for Leaving	Enrolled in school	laid off - not enough work	not enough pay
H.S. <input checked="" type="checkbox"/> Yr. Grad. <u>1962</u> Business School <u>Craig's</u>	Companies or agencies who now have your application.		
Major <u>Science</u> Major <u>Key punch</u>	<u>New York State Employment</u>		
College 1 2 3 4 Deg. _____ Dates: _____ School _____			
Major _____ Minor _____			

Position Desired Key punch Operator
 Salary Desired 3.50/hr.
 Location Colonie
 When Available for Interviews? Mornings

What did you like best about your previous jobs?
I was given a lot of responsibility
 What did you like least about them? NOT ENOUGH pay

What do you do best of all? Program & run computers

What are the most important things that you would want to find in your new job? Chance for advancement, good salary

Names of 2 references that we may contact:

- Name Mr. Tom Hendriks
 Co. Employed Adult Learning Center
 Phone No. 458-3216
 Employed As Director
- Name Mrs. Colette Green
 Co. Employed Mac's
 Phone No. 462-3315
 Employed As Head of Sales Dept.

SKILLS

	Test	Yes	How Long	How Long
Typewriter/Elec/Man				
Shorthand/Speedwriting				
Dictaphone				
Billing—Hand/Mach				
MTBT—Card/Tape				
Statistical Typing				
Bookkeeping				
System Used				
Asst/Full Chg				
Trial Bal/P & L				
Accts Rec/Accts Pay				
Payroll				
Hand—Computer				
PBX				
Call Director				
Calculator				
Comptometer				
Key punch				<u>6 months</u>
Teletype				
Addressograph				

This Application Card is intended for use by those seeking an office position.
 Dunhill refers qualified applicants without regard for race, color, religion, sex, age, or national origin.

Please fill out completely, sign where indicated & return.

NAME _____ Date _____
last first middle
 ADDRESS _____
number street city state Zip How Long
 Phone _____ Alternate phone _____ Height _____ Wgt. _____ Birthdate _____
 Marital Status _____ How Long _____ Spouse Employer _____ How Long _____ Ages of Children _____
 Car Available? Yes No Business? Yes No How referred to Dunhill? _____

EMPLOYMENT HISTORY

	Latest Job	Previous Job	Prior Job
Employment Dates	_____ to _____	_____ to _____	_____ to _____
Company & Division	_____	_____	_____
Address	_____	_____	_____
Type of Company	_____	_____	_____
Phone Number	_____	_____	_____
Supervisor's Name	_____	_____	_____
Size of Office Staff	_____	_____	_____
Title & Duties	_____	_____	_____
Earnings - Begin/End	_____ / _____	_____ / _____	_____ / _____
Reason for Leaving	_____	_____	_____

H.S. _____ Yr. Grad. _____ Business School _____
 Major _____ Major _____
 College 1 2 3 4 Deg. _____ Dates _____ School _____
 Major _____ Minor _____

Companies or agencies who now have your application _____

SKILLS

	Yes	How Long		How Long
Typewriter / Elec / Man	<input type="checkbox"/>		Bookkeeping	<input type="checkbox"/>
Shorthand / Speedwriting	<input type="checkbox"/>		System Used	<input type="checkbox"/>
Dictaphone	<input type="checkbox"/>		Asset/Full Chg.	<input type="checkbox"/>
Billing - Hand / Mach	<input type="checkbox"/>		Trial Bal/P & L	<input type="checkbox"/>
MITS - Card / Tape	<input type="checkbox"/>		Accts Rec / Accts Pay	<input type="checkbox"/>
Statistical Typing	<input type="checkbox"/>		Payroll	<input type="checkbox"/>
			Hand - Computer	<input type="checkbox"/>
			PBX	<input type="checkbox"/>
			Call Director	<input type="checkbox"/>
			Calculator	<input type="checkbox"/>
			Comptometer	<input type="checkbox"/>
			Keypunch	<input type="checkbox"/>
			Teletype	<input type="checkbox"/>
			Addressograph	<input type="checkbox"/>

Position Desired _____
 Salary Desired _____
 Location _____
 When Available for Interviews? _____
 What did you like best about your previous jobs? _____
 What did you like least about them? _____
 What do you do best of all? _____
 What are the most important things that you would want to find in your new job? _____
 Names of 2 references that we may contact:
 1. Name _____
 Co. Employed _____
 Phone No. _____
 Employed As _____
 2. Name _____
 Co. Employed _____
 Phone No. _____
 Employed As _____

This Application Card is intended for use by those seeking an office position.
 Dunhill refers qualified applicants without regard for race, color, religion, sex, age, or national origin.

Please fill out completely, sign where indicated & return

YOU ARE REQUIRED BY LAW TO SIGN A CONTRACT

We offer our services to you on the following terms and conditions:

(1) For any employment you accept through our direct aid our service charge to you, based upon New York State law, will be as follows:

(2) **CONDITIONS ON FEE PAID POSITIONS:** In the event that I accept employment where the employer has agreed to pay the fee, I understand that such payment is contingent on my reporting to work as agreed and my continuing such employment. In the event, however, that I do not report to work as agreed or I am discharged for cause or leave on my own accord, then and in any such event, I am obligated to pay said fee in accordance with paragraphs three, four, five and six of this contract, provided, however, that the employer is not obligated to pay the fee or has not paid the fee.

(3) **REGULAR EMPLOYMENT:** 25% of the total amount of the first full month's agreed salary or wages, if less than \$225; 35%, if at least \$225 but less than \$270; 40%, if \$270 but less than \$300; 45%, if \$300 but less than \$330; 50%, if \$330 but less than \$365; 55%, if \$365 but less than \$400; 60%, if \$400 or more.

(a) Providing, however, that where I will be paid on a straight commission basis or on the basis of a drawing account plus commission, the gross fee shall be the percentages in the aforementioned schedule applied to an amount equivalent to 1/12th of the first year's earnings as estimated by the employer.

(4) **TEMPORARY EMPLOYMENT:** When all parties to the employment agreement understand and agree, at the time of employment, that it shall be for a period shorter than 4 months, our service charge shall be 50% of the foregoing applicable fee or 10% of the salary or wages you received, whichever is less.

(5) **PAYABLE:** Our fee is fully earned and due when you accept such offer of employment made by or on behalf of the employer but if such employment is within the Continental United States, same may be paid in equal installments either on your first 3 paydays or during the first 6 weeks, whichever period is shorter.

(6) **MODIFICATION:** (a) If after you accept the employment you subsequently decide not to comply therewith and do not report for work, our fee shall be one-quarter of that outlined in Clause (3) unless you remain with your same employer in which case our fee shall be one-half of that outlined in Clause (3); (b) if the employment is terminated with out your fault 10% of the salary or wages you receive; (c) if it is terminated under any other circumstances, 50% of the salary you receive, with the limit being the maximum fee outlined under Clause (3).

(7) **CONFIDENTIAL:** All information you receive from us is solely for your use and benefit. It must not be divulged to any other person.

YOUR ACCEPTANCE:

I have read and hereby accept the terms and conditions outlined above. I agree to immediately notify this agency the result of the interview with the employer to which it directs me. I hereby acknowledge that I have received a copy of this agreement indicating the fee I am to pay for your service and a copy of Sections 185 and 186 of the General Business Law.

DUNBAR OF ALBANY, INC.
AGENCY

Applicant's Signature

Joe Fran

Date *12/3/76*

Social Security No. *123-689-520*

SAMPLE FEE CALCULATIONS

WEEKLY	FEE	WEEKLY	FEE	WEEKLY	FEE
70.....	136.50	105.....	273.00	140.....	364.00
75.....	146.25	110.....	286.20	145.....	377.00
80.....	173.34	115.....	299.00	150.....	390.00
85.....	202.58	120.....	312.00	155.....	403.00
90.....	214.50	125.....	325.00	160.....	416.00
95.....	247.00	130.....	338.00	165.....	429.00
100.....	260.00	135.....	351.00	170.....	442.00

I hereby authorize Dunbar of Albany, Inc. to represent me and to check my references (except current employer). I understand that such investigations may include information on my character, general reputation, personal characteristics, and mode of living as well as my knowledge, skill, work attendance and attitude. I understand that I have a right to make a request to Dunh. to learn the nature and scope of these reports.

Date *12/3/76* Signed *x Joe Fran*

<u>Date</u>	<u>Company</u>	<u>Position</u>	<u>Result</u>

REACTIVATION

<u>Date</u>	<u>Company</u>	<u>Position</u>	<u>Result</u>	<u>React Date</u>



YOU ARE REQUIRED BY LAW TO SIGN A CONTRACT

We offer our services to you on the following terms and conditions:

(1) For any employment you accept through our direct aid our service charge to you, based upon New York State law, will be as follows:

(2) **CONDITIONS ON FEE PAID POSITIONS:** In the event that I accept employment where the employer has agreed to pay the fee, I understand that such payment is contingent on my reporting to work as agreed and my continuing such employment. In the event, however, that I do not report to work as agreed or I am discharged for cause or leave on my own accord, then and in any such event, I am obligated to pay said fee in accordance with paragraphs three, four, five and six of this contract, provided, however, that the employer is not obligated to pay the fee or has not paid the fee.
Must remain 30 days

(3) **REGULAR EMPLOYMENT:** 25% of the total amount of the first full month's agreed salary or wages, if less than \$225; 35%, if at least \$225 but less than \$270; 40%, if \$270 but less than \$300; 45%, if \$300 but less than \$330; 50%, if \$330 but less than \$365; 55%, if \$365 but less than \$400; 60%, if \$400 or more.

(a) Providing, however, that where I will be paid on a straight commission basis or on the basis of a drawing account plus commission, the gross fee shall be the percentages in the aforementioned schedule applied to an amount equivalent to 1/12th of the first year's earnings as estimated by the employer.

(4) **TEMPORARY EMPLOYMENT:** When all parties to the employment agreement understand and agree, at the time of employment, that it shall be for a period shorter than 4 months, our service charge shall be 50% of the foregoing applicable fee or 10% of the salary or wages you received, whichever is less.

(5) **PAYABLE:** Our fee is fully earned and due when you accept such offer of employment made by or on behalf of the employer but if such employment is within the Continental United States, same may be paid in equal instalments either on your first 3 paydays or during the first 6 weeks, whichever period is shorter.

(6) **MODIFICATION:** (a) If after you accept the employment you subsequently decide not to comply therewith and do not report for work, our fee shall be one-quarter of that outlined in Clause (3) unless you remain with your same employer in which case our fee shall be one-half of that outlined in Clause (3); (b) if the employment is terminated with out your fault 10% of the salary or wages you receive; (c) if it is terminated under any other circumstances, 50% of the salary you receive, with the limit being the maximum fee outlined under Clause (3).

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YOUR ACCEPTANCE:

I have read and hereby accept the terms and conditions outlined above. I agree to immediately notify this agency the result of the interview with the employer to which it directs me. I hereby acknowledge that I have received a copy of this agreement indicating the fee I am to pay for your service and a copy of Sections 185 and 186 of the General Business Law.

DUNBAR OF ALBANY, INC.
AGENCY

Applicant's Signature

Date Social Security No.

SAMPLE FEE CALCULATIONS

WEEKLY	FEE	WEEKLY	FEE	WEEKLY	FEE
70	136.50	105	273.00	140	364.00
75	146.25	110	286.20	145	377.00
80	173.34	115	299.00	150	390.00
85	202.50	120	312.00	155	403.00
90	214.50	125	325.00	160	416.00
95	247.00	130	338.00	165	429.00
100	260.00	135	351.00	170	442.00

I hereby authorize Dunbar _____ to represent me and to check my references (except current employer). I understand that such investigations may include information on my character, general reputation, personal characteristics, and mode of living as well as my knowledge, skill, work attendance and attitude. I understand that I have a right to make a request to Dunbar to learn the nature and scope of these reports.

Date _____ Signed X _____

<u>Date</u>	<u>Company</u>	<u>Position</u>	<u>Result</u>	<u>React Date</u>

REACTIVATION