


Year 7 - Entry Level 2 - Unit 206 - Applying for a job

**Key Vocabulary:**

- Application form – documents used to gather information from individuals applying for a job (can be electronic or paper based)
- Personal Details – information that can identify a person, e.g. names, addresses, dates of birth, and contact details
- Qualifications – a list of exams or courses that a person has passed
- Work Experience – gaining skills and knowledge by working in a specific job or industry, whether it's paid or unpaid
- References – a list of people who can vouch for a candidate's skills, experience, and character
- Curriculum Vitae - document that summarizes an individual's skills, qualifications, work experience, and education

**Information needed to apply for a job:**

- Name 
- Address 
- Telephone 
- Email 
- Education 
- Qualifications 
- Work Experience 
- Hobbies & Interests 
- References 

