

Pearson ESOL | Entry 3 | Form Filling Task 4

Greenshadow Garden Centre – Staff needed

The Garden Centre is looking for staff.

Experience is not essential as training will be given.

Full-time and part-time jobs are available.

We need:

- sales assistants
- gardeners
- cleaners
- cafe staff
- assistant manager
- IT assistant.

If you would like to work for us, please complete the application form.

Fill in the form.

Greenshadow Garden Centre – Job Application Form

Part 1: Personal Details (Use BLOCK CAPITALS for this section)

Please tick (✓) the appropriate box.

Address: _____

For more information, contact the U.S. Environmental Protection Agency (EPA) at 1-800-424-4344 or visit www.epa.gov.

Telephone number: _____

Date of birth: _____

Please tick ✓ or the appropriate box(es).

www.IITJEE.com

Would you prefer a part time or full time job? Part time Full time

Are you able to work at weekends? Yes No

Part 2:

Which job are you applying for? _____

Please tell us why you think you would be suitable for this job.

(Write four sentences.)

(Total for Question 7 = 7 marks)

MARK SCHEME

Completes Part 1 correctly, including ticking the appropriate boxes so that the form can be processed.	1
Uses upper and lower case letters to complete personal details in Part 1 and sentence case for Part 2 of the form. Note: allow block capitals for personal details and lower case for email address.	1
Completes Part 2 of the form with appropriate and relevant content so that the form can be processed. Note: Only allow mark if at least four sentences are written.	1
Uses register appropriate for a form, i.e. use of formal language. Do not allow slang or their own abbreviations.	1
Uses grammar in a variety of tenses to denote past/present/future, as appropriate, pronouns, subject-verb agreement. No more than one grammatical error. Note: Only allow mark if at least four sentences are written.	1
Uses capital letters and full stops to mark the beginning and ends of sentences and any other relevant punctuation in sentences to aid clarity. No more than one punctuation error overall.	1
Spells common words correctly. No more than one spelling error.	1