

## Unit 2 Job Application

**Topics:** Job search, foreigners seeking jobs, job application letter

**Skills:** consulting, asking for advice, giving advice, transactional letter writing, letter giving advice

### Looking for a job

As a result of the global credit crisis and Eurozone problems jobseekers have been facing one of the hardest challenges in the labour market in recent history. A **systematic approach** to job hunt may help them to have better chances of finding employment. A **strategic job search** means in practice that applicants should know and use various **information channels** effectively. It is also important that they should gain a good overview of the current trends in the labour market and **target** their search at companies which offer interesting positions in industries with growth potential. In addition, applicants should be well aware of their strengths and weaknesses and make efforts with persistence combined with a positive but realistic mindset until they find the best match between their market potentials and **employer openings**.

Browsing job advertisements i.e. the "**Situations Vacant**" columns in national and local newspapers, professional magazines or visiting Internet websites of companies and **online job databases** of employment agencies is generally the first step taken. Jobseekers can choose from various **employment websites**. **Job boards** offer job advertisements posted by employers and opportunities for users to write their applications and send them to the employers of their choice. Other employment sites offer **employer reviews**, career and job-search advice and employers. Employer review websites function as a kind of internet forum where past and current employees post comments about their work experiences focusing on topics such as working conditions, management and payment. **Job search engines** have access to databases of other job boards. Users enter their job search criteria and the search engine sends user requests to other databases. Using an **Internet crawler** (a systematic browsing programme) **general search engines** try to cover a large number of information and index as many search results as possible. **Vertical search engines** limit their search to a specific topic (e.g. catering jobs) and use a **focused crawler**. **Metasearch engines** provide the largest amount of information in real-time as they can search other search engines, too. Applicants can upload their CVs on these lists and create a **virtual job profile** and have their **online account**, which can be updated by them from time to time. A typical example is the **EURES Web portal**.

A personal visit to the **career office** i.e. **job centre** run by state **employment agencies** provides free counselling, professional training as well as mentoring, too. Getting a job through an employment agency costs nothing. Employers pay the employment agency a fee for their services. Jobseekers should beware of and avoid any employment agencies that ask for upfront payment. **Job fairs** organized by universities, employers and employment agencies are also popular with job entrants and employers. They are great opportunities to learn about different companies, organizations, and career fields and at the networking reception they can speak to HR managers and employers personally. Graduate students can also register at college **career offices** and **school alumni networks**. Furthermore, serving their **internship** as a trainee at companies can often pave their way to success. **Networking** can be also very helpful as job tips, in other words, **job leads** are given by word of mouth from former college friends, colleagues and relatives who keep eyes and ears open



for any vacancies. What matters most is that job hunters shouldn't wait around for the opportunity to come knocking on the door. **Cold calling** potential employers might involve risk-taking for the caller, but it can also lead to success. Good timing means getting through the door before the competition.

**Exercise1. Try to find synonyms for the following expressions in the text:**

Passage 1: credit crunch, vacancy, finding work, know their strengths well, a realistic way of thinking, concentrate their search on.

Passage 3: advance payment, consulting, newcomers on the labour market, ringing up the company to inquire about job opportunities, blind-call

**Exercise2. Answer the following questions:**

What does strategic job search mean?

Where can jobseekers find job advertisements in the printed media?

How can Internet users find job openings?

What else can employment offices and agencies do rather than providing information?

How widespread and useful is the practice of networking in your country?

Would you try cold calling if you wanted to work for a company which you find interesting?

**letter of application basics**

Writing a professional job application is one way of impressing employers before candidates even **set foot in the door**. Therefore, it takes time and needs thorough preparation. A letter of application consists of a **curriculum vitae (CV)** /resume (US) in table format and a **cover letter/motivation letter** in a structured text format. Besides, applicants are often requested to **enclose** the copy and translation of their certificates, references or their photograph.

The letter of application should be tailored to the employer's needs. Pre-research and note taking can ease the tiring writing process. Before starting to write anything, it is advisable to study the wording of the job advertisement carefully and find out what exactly the employer is looking for (e.g. experience, language knowledge etc). Doing some research about the company is also recommended: mission statement, product range, USPs, customer base, target customer group, performance, revenue, history, founding, owners may come in handy later. Following that, applicants should make a list of their strengths, add dates and indicate other positive features which they would like to emphasize later in their application.

A professional **CV** is a marketing tool which applicants can use to market themselves, that is, sell their skills, knowledge and experience to employers. It contains information arranged under **subheadings** about: personal data/personal particulars (name, address, phone number, email address, gender, nationality), the desired position, followed by employment history, achievements, education, training, skills and competences, language knowledge, computer literacy etc. According to new laws on age discrimination candidates are not expected to list their date of birth or age on the CV. Work experience should be written in reverse date order, which means starting with the most recent job and going backwards completed with your main responsibilities. It is important to add achievements and individual tasks, too, to avoid producing a dull job description. Hobbies and interests should be mentioned only if they involve skills which are relevant to the job. CVs should be kept brief (up to 2 A4 size pages), clear, structured and attractive. Bullets and CVs go together like bread and butter. Using bullet points rather than full sentences can help minimise word usage and create a neat layout.

### Types of CVs

Although there are different types of CVs and cover letters and different theories about which of them might be the best, there are no general rules, instead, applicants should decide which type suits best their situation, qualification and needs. CVs have the following basic types:

- **chronological/performance CV** (the most traditional and widely used format) outlines work and educational history in reverse chronological order, completed by interests and references. It is ideal if applicants stayed in the same career for most of their working life, they have accomplished a lot, climbing up the career ladder. School leavers, university graduates had better avoid it, as well, since this will emphasize their lack of experience rather than their skills. **American Resume** – (sub-type) usually shorter and summarises the work experience, key skills and qualifications on one page, or two at the most.
- **functional/skills-based CV** focuses on skills, abilities and achievements during the working career. It is suitable for those who want a complete career change or have been out of work for a longer time. The first paragraph is a personal statement, a brief summary of the applicants' achievements in their whole career, followed by a long list of skills, responsibilities in order of importance in about 5-6 subheadings, eventually education and work experience are added, rounded off with hobbies and references. The main problem with these CVs is that they can run the risk of sounding phoney if badly composed.
- **mixed/hybrid CV** is a chrono-functional type, mixing elements of the two basic types. It usually opens with a description of skills and achievements, backed up by details of employment, qualifications, projects and training. It is an extremely powerful and impressive document, joining the positive features of both types as candidates aim to impress their would-be employers with their skills, work history and qualifications at the same time. It is especially ideal for managerial and executive positions.
- **targeted CV** –as its name reveals it is targeted only at a specific position or company. Skills and abilities are in focus, followed by achievements and a brief description of work and education experience is added. Its drawbacks are that this format is unusual, many employers are not familiar with it or they may suspect that the applicant wants to hide something (gaps in his work history).
- **academic CV** is most commonly used in postgraduate applications, placing more emphasis on the subjects studied, projects undertaken, and details of research expertise, awards and a list of all publications.
- **electronic CV** is submitted electronically in simple text format. It is popular with larger companies. A special type is **Europass**, an EU web portal, which was set up in 2005 in

Luxembourg, with the aim to make the different European qualification systems more transparent. With its help users can create their own application documents in by filling in templates in 26 languages using a standardized format such as the Europass CV, the Europass Language Passport, Europass Certificate Supplement, Europass Diploma Supplement and Europass Mobility. It could be a downside that some employers in Europe dislike it.

**Exercise: Look at the enclosed CV samples and try to identify which type they belong to. Mention some cues from the CV texts to justify your answer.**

## Speaking

### Dialogue1: treatment of third-country citizens at the employment centre

**Role A:** You are an employment adviser dealing with foreign citizens at a local branch office of the national employment service. You have already made an appointment with a jobseeker from Tunisia who is visiting you at the agreed time. Answer his/her questions according to the points below:

- ask how you can help
- ask the client about his/her job, qualification, reason for settling down in your country
- tell him/her the necessary information about the formal procedure: to obtain a valid work permit, applicants must take the following steps: registration at the employment centre, getting free help with job search from you, applying for a job
- you can arrange a personal job interview with the future employer,
- explain the details of application for a work permit (e.g. labour market examination)
- a work permit is issued for up to 2 years and may be renewed once for additional two years.

Use the information about the treatment of third-country citizens below.

You will start the dialogue.

**Role B:** You are, Karim Jabali, a car-mechanic from Tunisia looking for a job abroad. You would like to settle down with your family in your spouse's country and you would like to find a suitable job as soon as possible. You have made an appointment with the employment office clerk for a personal interview and now you are entering the employment centre. Act out the dialogue while focusing on the points below:

- say that you have got an appointment and tell the purpose of your visit
- tell the clerk about your job, qualification and the reason for settling down in the country
- ask about the formal procedure for jobseekers
- ask the clerk for help with contacting your future employer
- ask how you can apply for a work permit and about its validity
- until you find a job, you would like to get unemployment benefit, ask about the details (amount, length)

Your partner will start the conversation.



### Supplementary information:

#### *Treatment of non-EU citizens:*

As a general rule, third country nationals in the EU are allowed to be employed only if they hold a valid work permit. The work permit is issued by the labour centres. After finding a job, third country applicants are allowed to sign a **work contract** only after the issuance of the permit and for **the period determined by the work permit**.

To obtain the work permit, applicants have to meet three criteria:

1. **workforce demand application:** the employer shall prove that they have a valid labour demand for the job and they need the third country national's workforce. A work forcedemand application form is submitted.
2. **market labour examination** has to be carried out by the labour centre: they have to examine whether there are any potential applicants among the registered jobseekers for the job. They accept the employer's workforce demand application.
3. **work permit application:** the employer applies for a work permit and states that the foreign national shall also meet all requirements of the advertised job. The labour centre decides on authorising or rejecting the employment and sends the relevant decision to the employer. A **Schengen visa** has to be obtained for the individual to enter Hungary. The application should be submitted with the work permit application at the Hungarian Embassy in the individual's home country. After receiving the visa and entering Hungary, the individual needs to go to the Immigration Office to obtain the residence permit (**Residence Card**) and register his/her Hungarian address (**Address Card**).

### Dialogue 2: third-country academic at the employment centre

**Role A:** You are an employment adviser at a local branch office of the national employment service. You have already made an appointment with a jobseeker from Egypt who is visiting you at the agreed time. Answer his/her questions according to the points below:

- ask how you can help
- ask the client about his/her job, qualification, reason for settling down in your country
- tell him/her the necessary information about the formal procedure: registration at the employment centre first
- explain that third-county citizens with an academic degree don't have to apply for a work permit, explain how they can benefit from the EU Blue Card scheme.

Use the information about the the issuance of the EU Blue Card below.  
You will start the dialogue.

**Role B:** You are Jamina/Ahmed Abdul, an internist doctor from Egypt looking for a job abroad. You would like to settle down with your family in your spouse's country and you would like to find a suitable job as soon as possible. You have made an appointment with the employment office clerk for a personal interview and now you are entering the employment centre. Act out the dialogue while focusing on the points below:





Hungary-Croatia  
IPA Cross-border Co-operation Programme

Training material for the SPEAK THE SAME project (HUHR/1001/2.2.3/0002/02)

- say that you have got an appointment and tell the purpose of your visit
- tell the clerk about your job, qualification and the reason for settling down in the country
- ask about the formal procedure for jobseekers
- ask whether you will have to apply for a work permit
- ask about the conditions of getting an EU Blue Card

Your partner will start the conversation.

### Supplementary information: the EU Blue Card



<http://www.y-axis.com/BlueCardImmigration/EUBlueCard.aspx#AboutEUBlueCard>

The **EU Blue card** functions as a single work permit and residence permit for migrants who are qualified. The application process is a simplified one-track procedure. The card will allow highly skilled migrants (and their families) to live and work in the European Union for a period of two years (except for the UK, Denmark and Ireland as they have their own system). The visa can be extended if the migrant satisfies certain criteria. After this, the migrant can move to any other country if you can find work there. Main criteria to get the EU Blue card.

- a recognised diploma,
- evidence of at least three years professional experience, and;
- offer of an EU job contract with a salary of three times the minimum wage.



The project is co-financed by the European Union through the Hungary-Croatia IPA Cross-border Co-operation Programme

### **Dialogue 3: inquiry about recognition of academic degrees abroad**

**Role A:** You are Angelika/Andreas Jacek, from Croatia, looking for a job with a physiotherapist degree and long-year experience. You would like to work in another EU country and now you are calling the office clerk at the employment centre of the target country and ask whether your college degree will be accepted there. Discuss the following points:

- introduce yourself and state the purpose of your call
- ask about the necessary documents that you will have to submit with the application

You will start the phone conversation.

**Role B:** You are an office clerk at a local branch office of the national employment service. You will receive a phonecall from a jobseeker from Croatia who would like to work in your country. Answer his/her questions using the following information:

- offer your help as a person in charge
- give the relevant information about the recognition of degrees in the EU
- give information which documents to submit
- inform about the length of the recognition procedure

Your partner will start the phone conversation.

### Supplementary information: *recognition of qualifications*

The EU distinguishes between **regulated professions** (professions for which qualifications are legally required and they have to be recognized) and professions that are **non-regulated** in the host Member State. The qualifications in the following professions are automatically recognised in the EU: architect, midwife, pharmacist, doctor, nurse, dentist and veterinary surgeon. Jobsseekers in regulated professions have to apply to have their qualifications recognised. Authorities may ask for **certified translations or certified copies** of certain key documents from a registered translator (to prove documents are genuine). Both the **level of qualification** and the **professional qualification** have to be recognised by the **ENIC** centre of the host country European Network of Information Centres run by the Council of Europe and the UNO, which works in joint-cooperation with **NARIC** centres (network of National Academic Recognition Information Centres set up by the European Commission in 1984) .

For the recognition of degrees the following documents should be attached to the request:

- The **certified copy** of the original degree.
- The certified copy of the original registration book (certificate, extract or transcript issued by the higher education institution with regard to the length of the training, course requirements - courses and exams taken).
- The **certified translations** of the above documents, except for documents issued either in English, Czech, French, German, Russian, Romanian or Slovak. In these cases typed, not certified translations are also accepted (e.g. done by the applicant).
- copy of the money transfer postal order of the recognition service *fee*.

#### Translation Offices in Hungary: **OFFI National Office for Translation and Attestation Ltd.**

If you want to submit a foreign document to any Hungarian authority or institution, you need a Hungarian translation. In most procedures, Hungarian authorities and institutions only accept foreign language documents together with a certified/attested translation. In Hungary a certified translation of any foreign document may only be prepared by Hungarian Office for Translation and Attestation Ltd. (OFFI Ltd.). OFFI appends an **authentication clause** to all certified translations to attest that the translated text is identical with and equivalent to the original document for content and sense. Certified translations are printed on special, numbered security paper which bears the coat of arms of the Republic of Hungary and unique identification, and is only used by OFFI Ltd. Certified translations are attached to the original documents or their certified true copies. A foreign language certified translation may be prepared of certain documents by notaries and Hungarian consuls practising abroad, and of corporate documents by **duly authorised technical translators**. Before you use any Hungarian document abroad, you should find out about the kind of translation which the competent foreign authority accepts in its official procedure. OFFI Ltd. is a state-owned company which certifies translations for a fee, but it does so as a **public duty** under the relevant laws and not as a market activity. Certified translations issued by OFFI Ltd. are accepted in every country and may be used in all official



procedures. OFFI Ltd. holds liability insurance and an ISO 9001:2008 certificate, and operates a data protection system which guarantees that personal and other data included in the documents shall not be disclosed to unauthorized persons.

## Letter writing

### Letters giving information

Officials often have to answer inquiries and inform their clients about certain issues. They can also add further advice, comments or other related details to provide more comprehensive information.

#### Layout:

**Lead-in:** refer to the recipient's previous request for information and express your intention to give the necessary information

**Main body:** give the requested information, can be completed with further comments, suggestions, explanations if necessary

**Ending:** express your hope that you have been able to help and offer your further assistance

#### Useful phrases:

##### Lead in:

I am writing in reply to/in response/with regard to /in connection with to your letter asking for information about (general topics)/on (more serious, scientific topics) .....

I am writing to inform you about .....

I am writing to advise you of.....

As a person in charge, I feel obliged to inform you.....

I am writing to you in my capacity as/in my competence as.....

I am writing to you on behalf of.....

In reply to your query I would like to provide you with some information about .....

With reference to/referring to your inquiry/our phone conversation I would like to

##### Main Body:

Your first question was about.....

You asked about/inquired about/asked for information about.....

As for...../As far as ..... is concerned,.....

Regarding....., I would like to remark/mention/call your attention to the fact that.....

Besides, I would advise you to ...../I would recommend you to .....

In addition, please remember/note/pay attention to the fact that.....



### **Closing Remark:**

I hope that I have been of some assistance/help to you.

Please inform me if I can be of any further assistance.

I hope/I trust I have been able to to answer all of your questions.

Please do not hesitate to contact me for further information/if you need/require additional information/if you have any further questions.

Please let me know if you need further information.

I look forward to being able to help you again in the future

### **Writing Task: professional recognition of foreign higher education qualifications in Croatia**

You are a clerk working at the local employment agency in Croatia dealing with foreign jobseekers. You have received an email from a foreign jobseeker who would like to find employment in your country. He is an engineer with a college degree and would like to have his certificates translated and certified. Write him about the necessary steps:

- recommend him the services of the national translation office
- refer him to the ENIC centre in your country
- give him the availability of the contact person
- he has to apply to have his qualification recognised by the host country
- inform him about which documents should be submitted along with his application for degree recognition
- offer him your services for further information

### **Supplementary information:**

**Agencija za znanost i visoko obrazovanje (AZVO)** - Agency for Science and Higher Education within is in charge of the Croatian ENIC/NARIC Office, which conducts the professional recognition procedure. The Office is part of the European Network of National Information Centres on recognition and mobility. The Agency for Science and Higher Education is required to make a decision on the recognition of higher education within 60 days from the submitting of the application for professional recognition.

#### **Professional recognition**

Guidelines for initiating the procedure of professional recognition of foreign higher education qualifications:

1. Fill out application form
2. Collect documents required for
3. Pay administrative fee
4. Submit documents

#### **List of documents:**

1. Original or certified copy of the foreign qualification
2. Certified translation of the foreign qualification into Croatian
3. Official grade transcript in original, issued by the higher education institution
4. Certified translation of the grade transcript into Croatian
5. Official curricula with course of study and short content of each subject (issued from higher institution or printed from the web site of institution) and translated into Croatian (no certified translation required)
6. Admission requirements (if the official version does not exist, write them yourself)



7. Diploma supplement in original, if available, and certified translation of Diploma supplement into Croatian
8. CV in Croatian pointing out the course of education and work experience (when applying for the recognition of Ph.D. list your published scientific papers and where they have been published)
9. Certified copies of previously acquired higher qualification(s), if any obtained
10. Certificate of citizenship (original or certified copy of “domovnica” or passport for foreigners)
11. Proof of payment of administrative fees
12. For applicants who have changed their first and/or last name) Copy of the marriage certificate or official decision of the competent authority
13. One copy of all enclosed documents including the application form, except official curricula
14. Candidates applying for the recognition of Master’s/Postgraduate study must enclose one (1) copy of their master thesis (on paper, floppy disk or CD)
15. Candidates applying for the recognition of doctoral degrees must enclose one (1) copy (paper, on floppy disk or CD) of their doctoral thesis.

**The procedure consists of several steps:**

1. After receiving and processing the application the Croatian ENIC/NARIC Office advises the applicant on required supplements if the application is incomplete.
2. The Croatian ENIC/NARIC Office examines the accreditation of the institution wherein a foreign higher education qualification is acquired, accreditation of the study program in question, authenticity of the foreign higher education qualification for which recognition is being requested, entitlements and possibilities that the qualification ensures in the country of issue.
3. The Agency for Science and Higher Education issues a decision on the recognition of the foreign higher education qualification.
4. The decision on professional recognition of the foreign higher education qualification is mailed to the applicant’s address specified in the application for recognition.

**Administrative fee**

Professional recognition of foreign higher education qualifications on completed undergraduate, graduate and postgraduate university and professional study program: 65€.

The fee for the issuance of the clarification of higher education qualification: 30 €.

- In Croatia certified copies are made by **authorized public notary**;
- Certified translations are made by **court interpreters** certified for the language in which the qualification is issued. Source: <http://www.euraxess.hr/sitegenius/topic.php?id=398>

