

题目 job interview/ job enquiry/ job application form /recruit

job agency

personal info

●position / occupation /vacancy *receptionist ; assistant ; cashier booking*
clerk ; rescue diver; lifeguard; baseball coach

●job responsibilities

- * 航空求职: vision(辨别颜色), cultural awareness, prepare food and refreshment
- * 服装店: window dressing; watch shoplifters
- * 农场兼职(20150110 S1): fruit picking----can use a ladder and can work under hot condition; packaging----can use clay and must have good concentration
- * 酒店兼职(20160123 S1): lifting heavy items and watering plants

●working hours *part-time job permanent / temporary*

day off break shift work two shifts

●pay extra benefits *salary wage training session orientation promotion*

●documents : *reference letters / referee*

CV resume work permit certificate driving licence

●requirements /skills/ quality *clear voice / think quickly/ telephone skills /driving*
/ sociable/ work experience required / worked as .. before?

●dress code