

**EVALUATION SPECIFIQUE POUR L'ATTRIBUTION DE LA MENTION « MENTION EUROPEENNE »
SESSION 2009**

Baccalauréat professionnel COMPTABILITE - SECRETARIAT – SERVICES - VENTE

Epreuve orale

Durée de l'épreuve : 20 minutes

Préparation : 20 minutes

1- première partie : durée 10 minutes, préparation 10 minutes

SUJET n° 1
Document candidat

Applying for a job

Situation :

You have successfully passed your leaving diploma (BTEC). We are in July and you are applying for one of the jobs mentioned in the document below (document 1).

- Choose one of the jobs vacancies
- Fill in the application form (Annexe A).
- Prepare the interview.


- Introduce yourself.
- Tell about your school background, your work experience and your professional skills.
- Tell about your personal skills/profile and hobbies.
- Give the reasons why you are applying for this job.
- Answer the employer's questions.

Enclosures :

Document 1 : details about the jobs vacancies

Annexe A : application form to fill in

Document 1 : details about the jobs vacancies

	<p>Jobcentre Plus</p> <p>Who we are ?</p> <p>Jobcentre Plus is an agency helping people to find a job, and helping employers to fill their vacancies*.</p>
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<ul style="list-style-type: none"> • Job Title • FRONT OFFICE RECEPTIONIST • <u>Ref : 84681</u> 	<p>Location : ENGLAND Hours : 30 a week Salary : £5.72 per hour (for over 18's only)</p>
<p><u>Job Description</u></p> <p>◆Full time receptionist required. Shift work is involved in this role, duties will include : Checking in and out of guests, guest queries and answering telephones among other duties. ◆Previous experience is desirable but not essential; however candidates are required to be computer literate. ◆Full training will be provided.</p> <p>Language Skills : English : written and fluently spoken</p>	<p><u>How to apply</u></p> <p>To apply for this position please send your CV by post or e-mail to :</p> <p>✉ Clanard Court Hotel, Fratton Road, Portsmouth,</p> <p>☎ Tel No: 018283521 ✉ E-Mail: sales@clanardcourt.uk</p>

<ul style="list-style-type: none"> • Job Title • CUSTOMER SERVICE - TELEPHONE (TEMPORARY) • <u>Ref : 84518</u> 	<p>Location : ENGLAND Hours : 40 a week Salary : £5.95 per hour (for over 18's only)</p>
<p><u>Job Description</u></p> <p>◆Looking for a self motivated person with sales experience to work in a very busy office in Letterkenny. ◆Must have good IT knowledge and basic MS office skills, very good organizational skills and be comfortable working to deadlines. ◆Duties will include maintaining our website and handling client requests and building client relationships, dealing with sales calls, some experience with Internet marketing would be useful but not essential.</p> <p>Language Skills : English : written and fluently spoken</p>	<p><u>How to apply</u></p> <p>Interviews will be held at the company office in Letterkenny Send CV by post or email to:</p> <p>✉ Kevin Harrys English Ticket Brokers Ltd, Riverfront House, Pearse Road, Letterkenny, Co Portsmouth</p> <p>✉ E-Mail: kevin@e-t-brokers.com</p>

*(job) vacancies : offres d'emploi

shift work : travail en postes (roulement)

duties : fonctions

Annexe A : Application form to fill in



jobcentreplus

Application form

Name and first name :

Address :

Postcode :

Town :

E-mail :

Nationality :

Phone number :

Marital status : single

married

divorced

Driving licence :

yes

no wrong

Previous firm :

Previous position :

Software skills :

Availability : immediate

1 week

1 month

other

JOB TITLE :

Ref :

temporary

permanent

◆ Your motivation for this job :

◆ Your qualities for this job :