Study this job advertisement and the information from three application forms below.

1. Which of the three people would be most suitable for the job? Give reasons for your choice of the successful applicant and why you would reject the other two applicants.

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**Personal Assistant (PA)**

* Salary in excess of $20 000 per year.
* The General Manager of the New Cairo office requires an experienced and highly skilled Personal Assistant to provide a complete supper service. In a typically busy day you will manage the General Manager’s office, word process a variety of documents, maintain an accurate diary and liaise with customers, clients and corporate contracts.
* You will need to be able to demonstrate excellent keyboard skills, knowledge of Microsoft office and associated programs, a good standard of numeracy and literacy and have previous experience in a similar role. *If you enjoy working in a friendly team, please send your CV to Karim Hassam, Human Resources, NYCO PLC. 1234 Suez Street, New Cairo, 123456.*

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| --- | --- | --- | --- |
|  | **Applicant 1** | **Applicant 2** | **Applicant 3** |
| **Name** | Karma Abdul | Salah Alla | Omnia Sheta |
| **Address** | 210 Main Street, New Cairo | 3100 Main Street, New Cairo | 410 Main Streets, New Cairo |
| **Age** | 19 | 29 | 39 |
| **Educational Qualifications** | 5 iGCSEs, including English, Maths and Computer Studies. Administration qualifications – Level 1 | 6 iGCSEs, including English, Maths and Computer Studies. Administration qualifications – Level 1 & 2 | 5 O Levels, including English and Maths Administration qualifications – Level 1, 2 and 3. |
| **Previous Employment** | 6 months as a junior administrative assistant | 1 year as a junior 3 years on reception 6 years as a personal assistant | Switchboard duties – 2 years Reception – 3 years General office duties – 6 years  Head of administration section – 6 years.  Personal Assistant – 2 years. |
| **Interests/ Hobbies** | Playing sports – member of several local teams, seeing friends, voluntary helper with a youth group. | Reading, member of local football team, playing piano, rock climbing. | Reading, cinema, watching television. |

1. What additional questions do you think should have been on the application form? Why should they have been asked?

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1. Design your own application form for the job you produced and advertisement on **Activity 8.3.** [4]