



Pane in the Glass Ltd manufacture and fit double-glazing windows. It needs to recruit a production worker to work in the factory making the windows. All production workers need to be able to have previous window making experience. The basic pay will be between £16,000 and £20,000 per year, depending on experience. Overtime is available when the factory is busy. The address is Unit 10, Industrial Estate, Ormskirk, L31 5XY. The telephone number is 01695 558899. Applicants will be expected to telephone for a discussion about the job and to ask for an application form.

Activity

Draw up an advertisement for this post. You should use some of the information provided but you don't have to use it all. The advertisement will go in the local newspaper, which charges according to the number of words – so keep these to a minimum.

1. Explain why the firm would ask people to telephone for a discussion about the job before sending out an application form.
2. Why has the firm decided to advertise in the local newspaper?
3. What would be the benefit to the firm of using a recruitment agency?