

## Reading adverts for jobseekers

You need to be able to quickly scan job adverts to pick out those that might suit you. You also need to make sure that the salary is enough to cover your living costs.

### Scanning job adverts

You need to look out for:

- the job title
- the hours of work
- the job location
- the salary
- special requirements or restrictions (often in bold print)
- how to apply

### Working out annual salary

Some job adverts give an hourly (or monthly) pay rate.

To work out your annual salary from an **hourly pay rate** you need to:

- multiply the hourly rate by the hours worked per week to work out your weekly wage  
**£7 x 25 = £175**
- multiply by 52 (weeks per year) to work out your annual salary  
**£175 x 52 = £9100**

#### **SCHOOL CLEANERS (P/T) required for city centre school**

Morning and evening shifts / 25 hrs per week

£7 per hour

**All applicants will be CRB checked. Over 18s only**

Telephone 01860 123456 for an application pack

**Previous applicants need not apply**

**Abbreviations and acronyms** are often used in job adverts. Some common ones are:

<b>F/T</b>	full time
<b>P/T</b>	part time
<b>CRB</b>	Criminal Records Bureau
<b>pa</b>	per annum
<b>CV</b>	Curriculum Vitae
<b>pcm</b>	per calendar month

To work out your annual salary from a **monthly rate** you need to:

- multiply by 12 (months per year) to work out your annual salary

**Remember:** an average full-time working week is 37 hours.