

WORK SKILLS

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Iceland 
Liechtenstein
Norway grants



Střední škola
Olgy Havlové
Janské Lázně

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The project is based on the cooperation between Střední škola Olgy Havlové and the Norwegian social enterprise Fretex Pluss AS. The aim of the cooperation is to help young people with intellectual disabilities to successfully integrate into society by strengthening their personal and civic skills. The project is intended to promote awareness of personal rights and opportunities among these young people, to help them become self-sufficient and self-confident. The intention is to create pedagogical resources (courses and manuals with guides) and visual products that could be used in both Czech and Norwegian environments and that could be adapted according to the needs of the target group.

Work skills

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WHAT TO DO AFTER GRADUATING FROM SCHOOL?

I have just finished school. What am I going to do?

Answer each question for yourself.

What do I like?

.....
.....
.....

What job would I like to do?

.....
.....
.....

Can I commute to work?

.....

Am I aware of any job opportunities near my home?

.....
.....

Do I want to move out of my parents and live near my job?

.....

Am I able to work each day?

.....

Is there anyone in my family who could advise me which job to choose?

.....

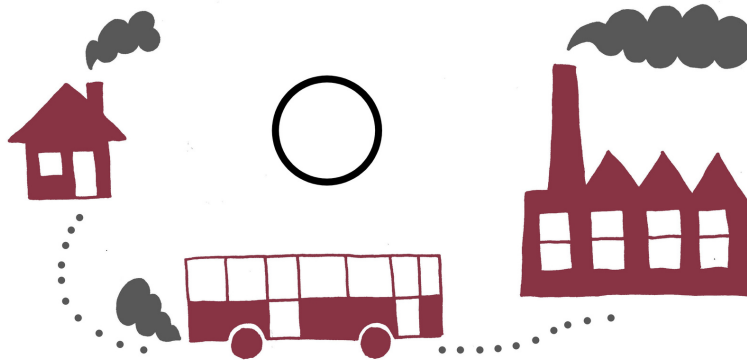
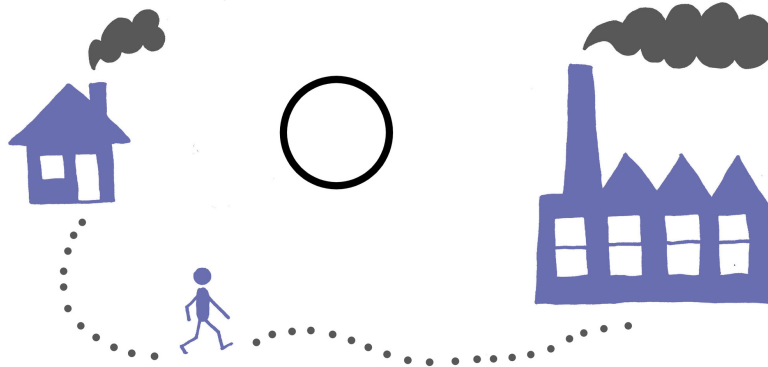


WHAT TO DO AFTER GRADUATING FROM SCHOOL?



Choose a variant suitable for yourself.

Use **green to colour** the corresponding circle in the picture.



Ask someone close to you to help you find a job.



You can also ask your teacher where to search for a job.



WHERE TO LOOK FOR A JOB?

Options where to look for a job

on the Internet

at employers

at employment
offices

in newspapers,
in printed
advertisements



Employers

Take a look at the advertisements on the premises of the company or arrange a meeting in person with the employer you have chosen.

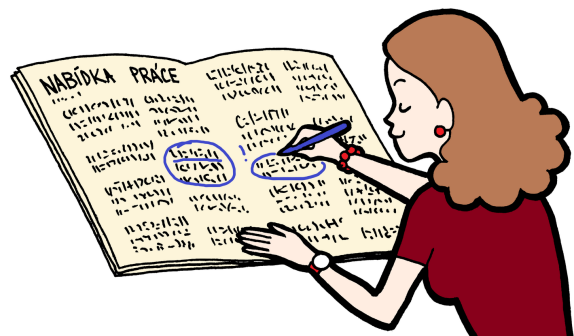


Newspapers

Buy some advertising newspapers and open them on the page where you can find job offers.

Circle the offers you like right in the newspapers.

Then write to these newspapers and wait for an answer.



The Internet

Here you can find a lot of job offers. To better understand the offer, it is necessary to complete your requirements as accurately as possible.

Let's take an example:

1. You select a website. For example: <https://www.jobs.cz>
2. Fill in the boxes: What kind of job are you looking for?, Where?, Type of job (full/part-time), Education and click on the More filters box (red marked box).

3. Now click on the Suitable for box (red marked box).

4. Always do not forget to mark the PWD box and then you have to mark the Confirm box (red marked boxes).
5. Then you will see job offers. Write back to the offers you are most interested in.

TASK



On which other pages can you find job offers?

Use green colour to indicate what is correct.

Use red colour to indicate what is wrong.

www.damejidlo.cz

www.prace.cz

www.praceprozp.cz

www.booking.com

The Employment service

First, find out where the nearest Employment service is located. This can either be advised by your loved ones or you can find the nearest branch on the Internet:

<https://www.uradprace.cz/>

1. Click on the Contacts box.



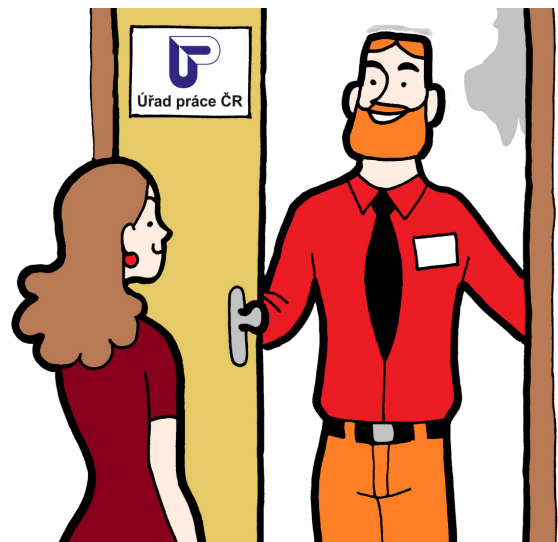
2. Click on the box of the region where you are looking for a job.



3. You will see a menu where you can choose and at some branches you can immediately book a date from your computer.



4. On the day of the meeting, come to the selected Employment office and contact the officials who will help you and explain everything.



TASK



Answer the questions for yourselves

1. Where can I look for a job?

.....
.....

2. On which websites can I find job advertisements?

.....
.....

3. What newspapers with job advertisements do I know?

.....
.....

4. Which city will I go to look for a job at the Employment office?

.....
.....

5. Where can I find this job advertisement?

Strančice: PRACOVNÍK/CE ÚKLIDU

Strančice • BILLA, spol. s r. o. • Plný úvazek, zkrácený úvazek

Dnešní

450 zaměstnanců hodnotilo firmu na Atmoskop.cz. [Číst hodnocení](#)

.....

6. Mark advertising newspapers with **green** colour and regular newspapers with **red** colour.



MY CV (CURRICULUM VITAE)

What shouldn't be missed in my CV?

Fill the highlighted lines with your personal data.

First name and surname, date of birth

Never forget to write your full name. It is very important information in your CV. Date of birth is other important information.

.....

.....



Home address

Your CV should also include the address where you currently live.

Street and house number:

Zip code and town:

Phone number, email address

It is important for your employer to know where to call you or write to you.

Never forget to add your phone number, email address.

.....

.....



Education

You have to write all the schools you have studied at into your CV. Don't forget to add the year when you finished each school.

Elementary school - name, year of completion

.....

High school - name, year of completion

.....



Career up to now

**Have you already worked somewhere?
Be sure to write it into your CV.**

.....

.....



Other skills

You certainly also have other skills. Be sure to write it. Your employer should know that.

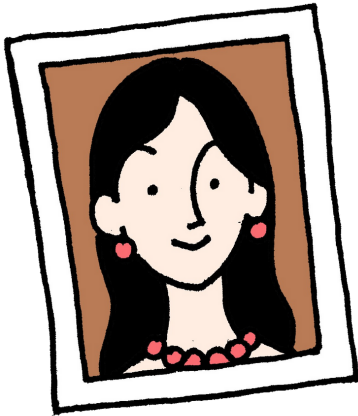
.....

.....



What else should you add to your CV?

Your photo



Place of writing a CV

.....

Date of writing a CV

.....

Your signature

.....

Try to create your CV yourself now.

.....

.....

.....

.....

.....

.....

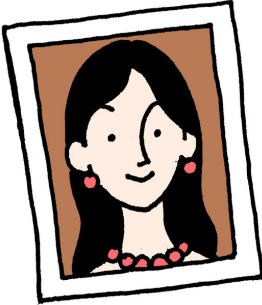
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.....

TASKS



Find a mistake and correct it.

**First name and surname:
Petr novák**

Correct:

Date of birth: 10. 13. 22

Correct:

Find a mistake and correct it.

**First name and surname:
Novák Petr**

Correct:

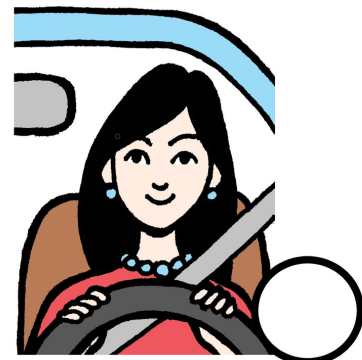
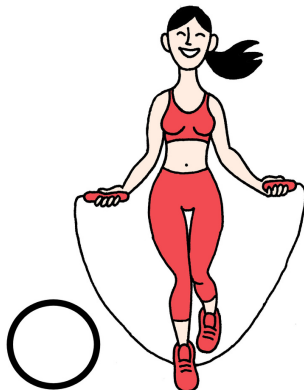
**Phone number:
petr.novak@seznam.cz**

Correct:



Highlight what should be in the CV with **green color.
Highlight what should not be in the CV with **red** color.**

Colour the circle in the lower corner of the image with the correct colour.



**I should attach a cover letter to the job application.
What is it?**

Cover letter

A short letter to the employer explaining why I am interested in the job and what I can do.

The cover letter should **contain:**

- **Salutation,**
- **Introduction,**
- **Body of the letter,**
- **Conclusion,**
- **Signature.**



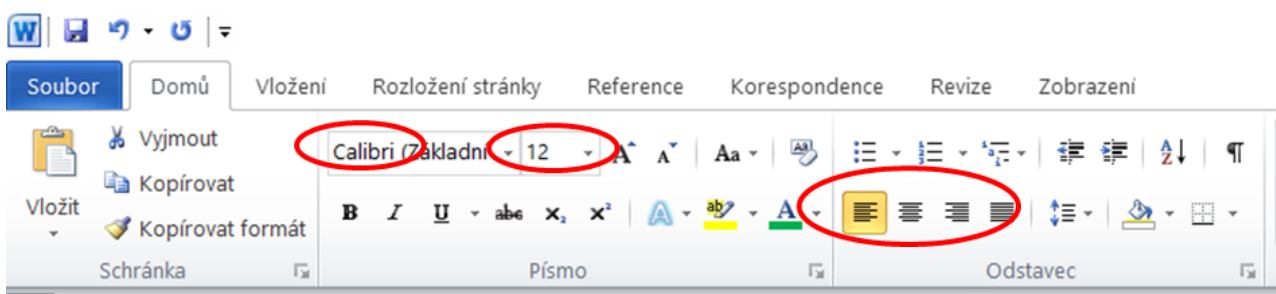
Editing the text of the letter

I can write the letter by hand on paper. However, a letter written on a computer will be more legible and clear.

In that case, I will always use:

- **stejný typ a velikost písma v celém dopise,**
- **font type: Arial, Calibri or Times New Roman,**
- **font size: 12 points,**
- **spacing between individual paragraphs and signature,**
- **left-aligned paragraphs.**

None of my requirements should be a part of the cover letter!



Content of the cover letter

Individual parts of the cover letter

Salutation

„Dear Mr. Novák,...“

„Dear Sir or Madam,...“

I write a comma after the salutation and continue with an uppercase letter.

Introduction

After the salutation I introduce myself and state the job I am applying for. I write why my skills and experience are suitable for this position.

The body of the the cover letter

Describe your skills and experience and write how you can help to the company.

Conclusion of the cover letter

I thank for the time and let know that I would like to come for an interview very much.

„Thank you for taking the time to read my request. I look forward to an early reply and I will be very happy to discuss the possibility of our cooperation.“

Signature in the cover letter

At the end of the letter I write „Best Regards,“ and my name.

Best Regards,



Jakub Marek

In the case of cover letters sent by e-mail, the written name (without signature) is sufficient.

Best Regards,

Petr Pilný

So how exactly should a cover letter look like?

**Jitka Nováková
Nádražní 513
541 01 Trutnov**

**Dear Madam,
Zuzana Krátká
Cleanup, spol. s r.o.
Sokolovská 100
541 01 Trutnov**

Trutnov, April 12th, 2023

Job application

Dear Mrs. Krátká,

Based on the offer published on your www.uklid.cz page, I am applying for the position of cleaning lady.

I have been interested in your company's offer. I would like to become a part of your team and with my reliability, responsibility and patience I would like to contribute to customer satisfaction and the quality of services provided.

My supervisor in my previous job especially appreciated my reliability, punctuality and quality of work. During my studies I gained experience and skills to work with modern cleaning machines and the need to constantly learn and improve.

I believe that my experience and character traits make me a suitable candidate for the offered position. If you are interested in my job application, I will be happy to provide you with other necessary information about myself during a personal interview.

Thank you and have a nice day,

Best Regards,



TASKS



Circle YES or NO according to the truth

For the following data select whether they should be a part of a cover letter.

- | | |
|----------------------------------|--------|
| • date of my birth | YES/NO |
| • signature | YES/NO |
| • salutation | YES/NO |
| • my address | YES/NO |
| • description of my abilities | YES/NO |
| • thank you | YES/NO |
| • information about my family | YES/NO |
| • information about my education | YES/NO |



Based on the advertisement, write your cover letter.

Advertisement

The school canteen of Business Academy, Vocational school and Practical school of Olga Havlova with its registered office at Obchodni 282, 542 25 in Janske Lazne is looking for an assistant cook for full-time employment. Education in the field is an advantage. If you are interested in this job, please write to us by e-mail to info@oajl.cz.

COVER LETTER

I found a job what I would love to do.

What do I need to do?

I will send the following documents by post, e-mail or deliver them in person to the selected employer:

- **motivation letter**
- **CV**

What is a **motivation letter**?

= A short letter to the employer explaining why I am interested in the job and what I can do.

How do I write the motivation letter?

= I have already learned this in another chapter of this brochure.

What is a **CV**?

= Clear information about me.

How do I write the CV?

= I have already learned this in another chapter of this brochure.



How can I deal with a possible future employer?

In writing - by post or e-mail.

- I correctly address the person to whom I am writing.
- I briefly introduce myself and I write that I am interested in the job offered by the employer.
- I attach a motivation letter and a CV.
- I thank.
- I say goodbye and sign.



TASK



Complete the e-mail according to the reality.

Dear _____ Director,

My name is _____ and I am _____

interested in the position of assistant _____

which you offer on the _____ of your company.

I attach _____ and _____ to this e-mail.

If you want to know more about me, write me

an e-mail at _____

or contact me on the phone number _____ .

_____ in advance for your reply.

Best Regards.

How can I deal with a possible future employer?

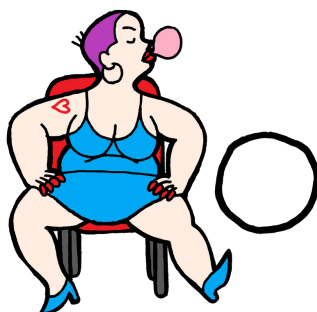
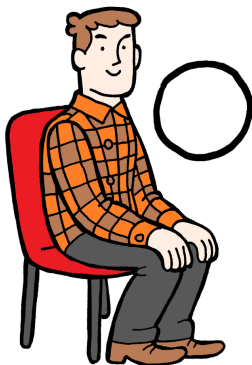
Personally - I go directly to the company,
the office where I would like to work

- I arrange a meeting in advance.
- I arrive at the meeting on time (preferably a little earlier).
- At home, I prepare for the meeting. I think carefully about what I say.
- At the meeting, I try to speak clearly, loudly and correctly (in standard language).
- I dress appropriately for the meeting, come clean, groomed and healthy.
- During the interview, I behave decently, I do not butt in, I always look at the person I am talking to or who is talking to me.
- I try to smile, I do not make various inappropriate faces.
- I do not forget to greet politely at the beginning and at the end of the meeting.
- I don't sit down before I am instructed to.
- I do not chew.

TASK



For the following images colour the correct answers in **green**
and the wrong answers in **red**.



How can I deal with a possible future employer?

By phone - I usually arrange a personal meeting and ask if the job I am interested in is free.

- I greet.
- I introduce myself.
- I briefly and clearly state why I am calling.
- It is good to write this procedure on paper in advance so that I do not forget to say anything and to speak coherently, clearly and comprehensibly.

The sample of the telephone conversation.

- Good morning, the director of the Czech Television, Petr Dvorak, on the phone, how can I help you?
- Good morning, this is Jan Novak. I am interested in the job offer of an assistant chef which I have found on your website.
I would like to apply for this job. Could we meet at your company?
- Yes, definitely. Would the date of 25th of May 2023 at 11 a.m. suit you?
- Yes, I will come.
- So we will count on you. Ask Mrs. Dolanska at the reception.
- Thank you, goodbye.
- Goodbye.

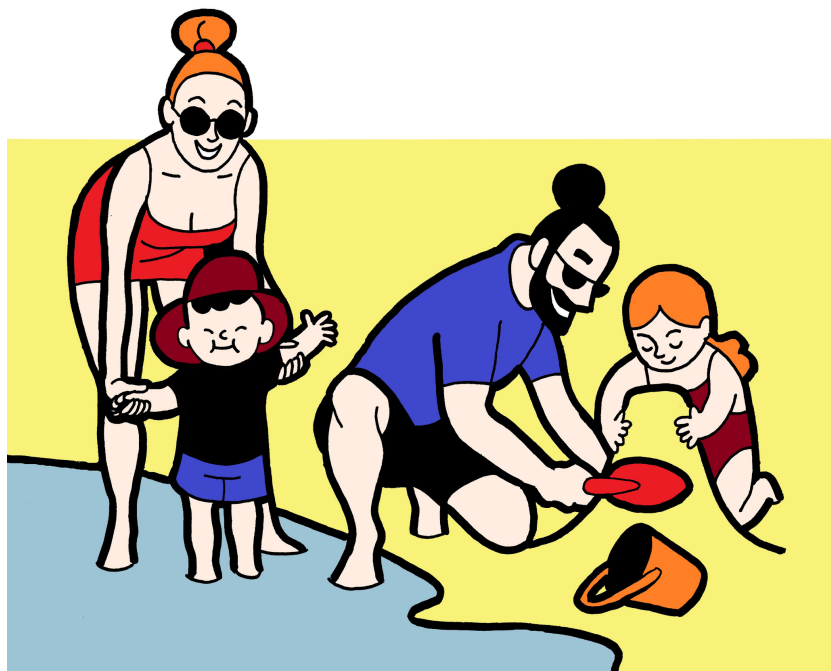


RIGHTS AND OBLIGATIONS OF THE EMPLOYEE

As employees, we have rights and obligations at work.

Employee's rights

- **I have the right to be treated the same way as other employees by managers at work.**
- **I have the right to safety at work. I have the right to refuse a job if I think it threatens me in some way.**
- **I have the right to a break from work, which must be no longer than 6 hours after working and must last at least 30 minutes to have time to eat.**
- **I have the right to take leave. Although I am not at work at the time, I still get a salary. However, my supervisor can tell me when I will take leave.**



RIGHTS AND OBLIGATIONS OF THE EMPLOYEE

Other obligations of the employee

I also have the right to paid time off when:

- I am going to the doctor,
- I am going to a wedding or funeral of a very close person or I am getting married myself,
- a child will be born to my wife,
- I am moving,
- I am looking for a job (but I have to be in the notice period).



TASK



Circle correct answer - YES or NO

Decide what you are entitled to at work:

- | | |
|-----------------------------|----------|
| • paid leave, | YES / NO |
| • lunch break, | YES / NO |
| • cigarette break, | YES / NO |
| • work in safe environment. | YES / NO |

RIGHTS AND OBLIGATIONS OF THE EMPLOYEE

As employees, we have rights and obligations at work.

Employee's obligations

- I am obliged to work as best as I can, what I have the strength to do and what I can do well.
- I have to perform the tasks that the supervisor (superior) assigns me.
- I always go to work on time according to the working hours set by my employer.



- I behave safely at work, I do not endanger myself or my co-workers.
- At work, I must protect property, I must not intentionally damage it, I must not take anything away from work.
- I always go to work healthy and rested.
- At work, I use the right work clothes and shoes.

RIGHTS AND OBLIGATIONS OF THE EMPLOYEE

TASK

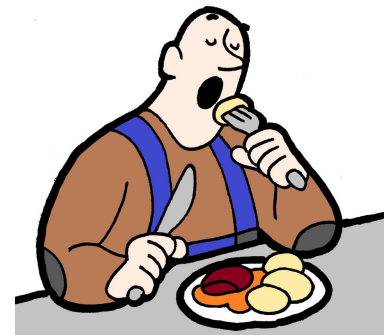


Decide what the right is and what the employee's obligation is (connect with a line):

- work as best as I can
- refuse work because it seems dangerous to me
- do not endanger colleagues at work
- have paid leave
- go to the doctor during working hours
- do not damage property at work
- have a lunch break
- follow the instructions of superiors
- get paid for the work
- wear safe work clothes
- do not take away any property from work.

RIGHT

OBLIGATION



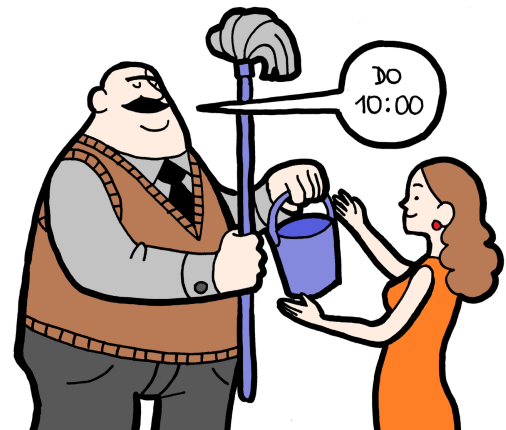
RIGHTS AND OBLIGATIONS OF THE EMPLOYER

**Just as we have our rights and obligations at work,
so does our employer have them towards us.**

Employer's rights

My supervisor has the right to assign me the work I am obliged to perform.

The supervisor has the right to lay down the time when the work has to be accomplished.



The employer has the right to ask me to pay for damaged or destroyed property that I have damaged because of my negligence.

My manager has the right to check my work.



RIGHTS AND OBLIGATIONS OF THE EMPLOYER

Other rights of the employer

The employer can give me **a notice**:

- by law - I am redundant at work, I have violated the work discipline, I do not meet the education I need to do the work,...
- in the probationary period which is usually 3 months long (the employer does not have to tell me the reason why he gives me the notice.)



TASK



Circle correct answer - YES or NO

Decide what the employer is entitled to:

- | | |
|---|----------|
| • check my work, | YES / NO |
| • fire me from my job so that he can hire his friend in my place, | YES / NO |
| • assign me a job, | YES / NO |
| • set the time when the work must be done. | YES / NO |

RIGHTS AND OBLIGATIONS OF THE EMPLOYER

Employer's obligations

Superiors:

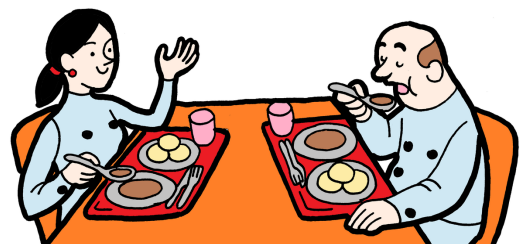
- they must treat all employees equally,
- they must ensure equal working conditions for all employees, they must pay all their employees according to the same rules,



- they must provide professional training for their employees,
- has a duty to ensure a safe working environment for all employees in charge of him.

The employer is obliged to provide us with **time off**:

- at least 11 hours between shifts,
- for a break at work, especially for refreshments, after maximum of 6 hours of work, at least 30 minutes,
- for holidays,
- to visit a doctor, for a wedding, a funeral,...



RIGHTS AND OBLIGATIONS OF THE EMPLOYER

Employer:

- is obliged to pay me a wage for the work I have done,
- can only give me the notice of dismissal for legally permitted reasons. I can find those in the Labour Code.



TASK



Decide what the right is and what the obligation of the employer is:

- the supervisor assigns me a job and determines how long it takes to do it,
- the employer provides me with a break from work after a maximum of 6 hours,
- the employer pays me wage every month,
- the supervisor checks my work,
- the supervisor allows me to go to the doctor during working hours,
- the employer requires me to pay for the tools I broke because I was careless.

RIGHT

OBLIGATION

Work safety and fire protection

Behaving according to **the rules of health safety** is very important. Breaking those rules might lead to endangering yourself or other colleagues. Every employer is required to educate his employees about these rules.

Fire protection is also important. You should always know where the escape route out of the building you are working in actually is. Such a route is supposed to be the fastest way out of the working place.

Pictograms



Risk of injury



Risk of falling



**Dangerous
ionizing
radiation**



**Unauthorized
entry prohibited**



**Wear protective
gloves**



No smoking

TASKS

Highlight correct answers with a **green** colour.

Highlight wrong answers with a **red** colour.

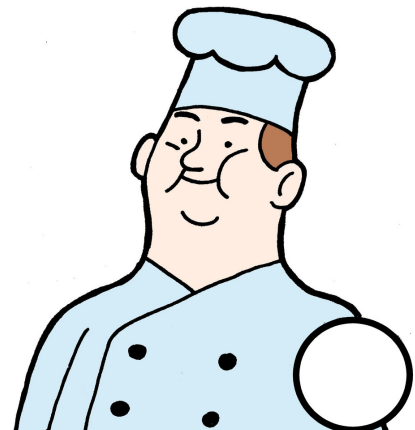
It is expected that you want to feel safe in your job.



Do only what you are told to do by your employer.



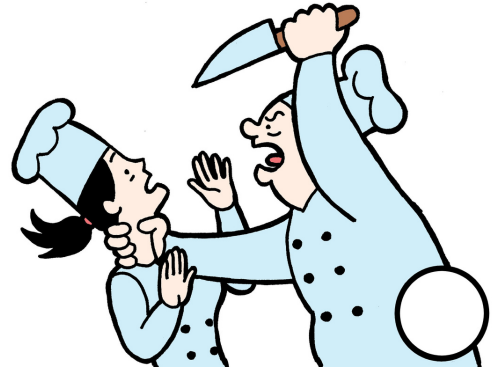
Wear required protection tools, correct shoes and clothes.



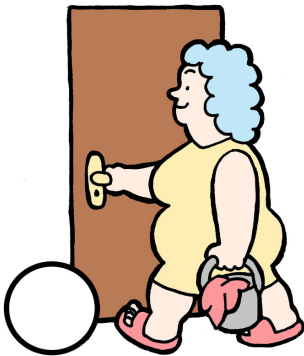
TASKS



Do not put yourself or other colleagues in danger.



You can enter only those places where you are allowed to.



Go to work well rested.



TASK



Go to work in a good health condition.



Every injury must be immediately reported to your supervisor.



Beginning and termination of employment

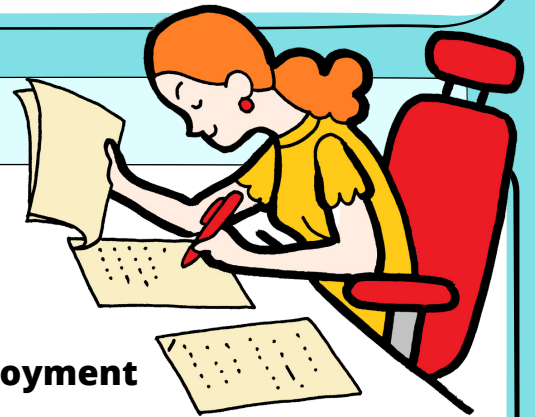
Termination of employment

Employment relationship **starts** when I sign an employment contract.

Employment relationship **is terminated** in one of the following ways:

- termination **during the probationary period**,
- **after the end of the period** for which I signed the employment contract,
- **termination by agreement** between me and the employer.

How can I terminate my employment?



1. How can I terminate my employment **during the probationary period**?

Both me and my employer can terminate employment at any time during the probationary period.

Neither I nor my employer needs to say the reason.

2. How can I terminate **a fixed-term** employment relationship?

My employment ends on the day which has been written in my employment contract.

Example: The employment relationship in the employment contract is determined until 31/12/2023. This means that 31/12/2023 is the last day I am employed by the employer. On January 1st, 2024 I am no longer an employee of this employer.

3. How can I terminate my employment **by agreement**?

We will mutually agree on the termination of employment with my employer.

Example: I want to terminate my employment because I have found another job that I would like to do. I will go to the manager and ask for termination of employment earlier. The employer may or may not oblige me.

Termination of employment by the employee

When the notice is given by an employee

The termination notice must be handed over to the employer:

- in writing,
- in person or by registered post.

I can give notice at any time without giving a reason.



Notice period

= the time when I am still an employee of this employer.

- It lasts 2 months and starts on the first day of the month following the month I gave notice.
- After the end of this period my employment with this employer is ended.

Example: I will give my notice to my employer on 15/5/2023. The notice period therefore begins on 1/6/2023. It lasts 2 months - it ends on 31/7/2023. From 1/8/2023 I am no longer an employee of this employer.

TASK



Answer the questions.

As an employee I will give notice on 24/8/2023.

1. When does the notice period start?

2. When does the notice period end?

3. When am I no longer an employee of this employer?

.....

Termination of employment by the employer

When the employer gives notice

The employer must always give me notice:

- in writing,
- stating the reason.

The reason for notice by the employer may only be a reason permitted by law (the Labour Code).



Reasons when the employer **may give** me notice:

- for redundancy – the employer does not have a job for me,
- for health reasons – the occupational doctor will not allow me to work in my current position,
- for gross violation of work duties – such notice may also be immediate, i.e. without a notice period.



When can my employer **not give** me notice?

I can never be given notice during the so-called protection period – i.e. when I am:

- on sick leave,
- on maternity leave,
- on parental leave,
- during pregnancy.



TASK



1.														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
9.														
10.														
11.														
12.														
13.														

1. When I send a notice of termination by post, I must always send it by post.
2. What is the period when I can't get noticed called?
3. What notice can I get if my employer does not have a job for me? Notice for
4. The law in which I can find the possibility of notice by the employer is called Code.
5. What is the name of a termination notice that the employee and the employer agree on? Termination by
6. How many months the notice period lasts?
7. In what form do I have to be terminated? In
8. At what period can my employer give me notice without giving reasons?
9. I always have to the employment contract.
10. The employee usually gives notice without giving a
11. What kind of notice can I get for gross misconduct?
12. What can't I get while I am on parental leave?
13. What are the reasons for my employer to give me notice if my doctor does not allow me to do this work?

Basic information

What employment contract do I need to have?

I must always have the employment contract **in writing**.

It must be signed by both **me and the employer**.

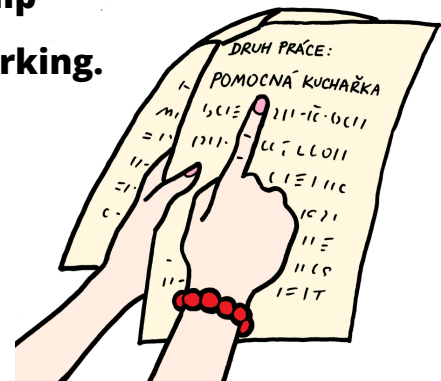
The employer must also give me any change in the employment contract in writing and we both have to sign it as well.

I can get an employment contract:

- for a fixed period of time,
- for an indefinite period.

What does my employment contract **have to include**?

- The date when my employment relationship begins and the date when I am to start working.
- The type of work I will do.
- The place where I will work.



What else can I find in the employment contract?

- The length of the probationary period.
- The wage I will receive for my work.
- How long I can take my leave.
- The working hours I should work.
- The duration of the employment relationship.
- The employee's obligations.
- The employer's obligations.



More detailed information

Date of the beginning of the employment contract

- The employment contract must state the exact date when my employment begins and the day when I am to go to work for the first time.
- If I do not come to work on the day written in my employment contract, my employer may cancel my contract because I have breached it.



Type of work

- A description of the work I will do for the employer.
- It is better if I have a detailed description of what exactly I will do at work in my employment contract. Then my employer cannot assign me a different job.

Place of work

- There must be written exactly where I will work, i. e. the address of the workplace, in my employment contract.
- I can have more workplaces where I will work.

TASK



Circle YES or NO for each question.

In my employment contract, there is written the type of work: ancillary cooking work in the kitchen, cleaning the kitchen and adjacent areas.

- Can the manager order me to paint the walls in the kitchen? YES / NO
- Can the manager order me to peel potatoes? YES / NO
- Can the manager order me to mop the dining room? YES / NO
- Can the manager order me to wash the dishes in the kitchen? YES / NO

Length of the probationary period

- Probationary period is a period at the beginning of employment that the employee and the employer agreed on.
- It lasts a maximum of 3 months.
- During this period, I can give the notice which the employer can also give to me.
- I can also agree with the employer that we both do not require a probationary period at all.

Wage/salary

When it is written directly in the employment contract then there is:

- the amount how much money I will get for 1 hour of work or for 1 month of work,
- the date by which the longest I will be paid in the following month,
- whether the employer will send me money to my account or pay it to me in cash (currently the payment to the account already prevails).

If the wage information is not stated in the employment contract, the employer must give me another document in writing where this information will be stated.

Holidays

The employment contract may also state how many vacation days I will be able to take with my employer.

- By law, it must be at least 20 working days long.
- My employer can add additional holiday days for me. Most often the employer adds other 5 days.



Other optional information in the employment contract

Working hours - in the employment contract it can also be written how many hours per week I have to work. I can work maximally 40 hours a week. There may also be stated the time period when I should be at work each day.

Duration of the employment

If I have a fixed-term employment contract, there must be the date of termination of my employment written in the contract.

Obligations of the employee - I have already dealt with this in a separate chapter of this brochure.

Obligations of the employer - I have already dealt with this in a separate chapter of this brochure.

TASK



Decide what must be in the employment contract and what is possible to be there:

working hours,

wages,

place of work,

holidays

length of the probationary period,

type of work,

employer's obligations,

duration of the employment,

date of the beginning of the employment,

date when I am to start working,

employee's obligations.

IT MUST BE

IT CAN BE

What is a signature?

A signature is the handwritten **name and surname** of the person who signs.

I always sign for myself.

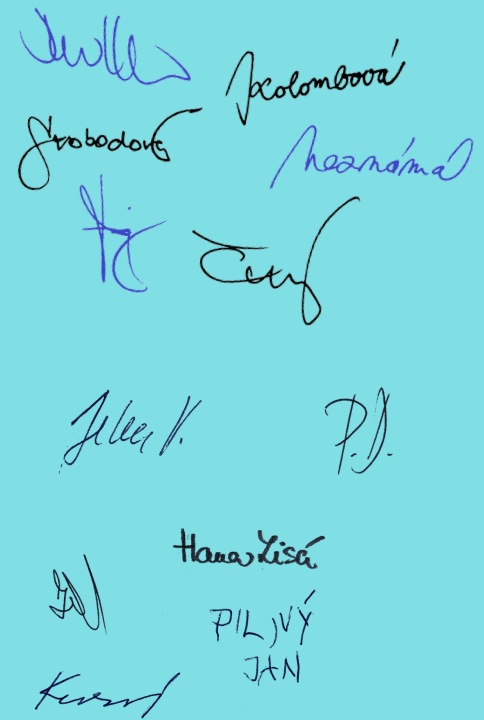
Most often people sign only by their surname.

The signature can also be:

- shortened,
- illegible.

Nevertheless, it has the same validity as the whole and legible signature.

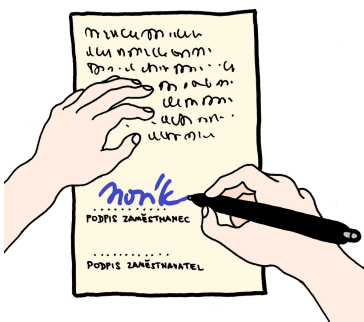
I should always sign the same or very similar way!



When do I use the signature?

- I sign all legal documents.
- By signing it I show that I agree with what is written in the document.
- A signed document is binding for all persons who have signed it. So it can't just be cancelled!
- I always have to think carefully about signing a document!

Where does a signature belong in a document?



I always sign at the end of the document to make it clear that I have read the entire document.

If I had signed the document at the beginning of it, it would not have been clear what I had actually signed.

What do I sign most often?

Various contracts

Employment contract = the contract that starts my employment. The employer is always signed on the employment contract.

Lease agreement = a contract thanks to which I can live in an apartment that belongs to someone else. However, I am obliged to pay to the owner of the apartment for housing so-called rent. This contract is always signed by the owner of the apartment.

Purchase contract = a contract by which something I have bought becomes my property. I do not sign such a contract for ordinary purchases but only when I buy something that has great value (a house, a car,...). The seller is always signed on the purchase contract.



Loan agreement = a contract by which I borrow money, which I have to return at the end of the loan period, for a certain period of time. I usually return more than I borrowed because the loan also generates so-called interests which I also have to pay. This contract is always signed by the person who lends me money.

A contract with a bank, insurance company, telephone operator,... = a contract under clear conditions known in advance by which I open an account in a bank, arrange an insurance, telephone tariff,... This contract is always signed by a representative of the other party = bank, insurance company, telephone operator.

Where else I sign:

- when I apply for an ID, driver's licence, passport,
- when I get married,
- in hospital before the surgery,
I sign that I am aware of the risks
that may occur during the surgery,
- on the application for studying,
- on the documents that I sign on behalf of my minor child.



There are more and more documents that I will have to sign during my life.

ATTENTION

- As a rule, **what is signed is true.**
- Therefore, it is always necessary to read everything properly before signing it.
- I always consult it with someone I **trust** before I sign a contract.
- I have the right to always have enough time **to read** the contract **thoroughly.**
- No one can ever force me to sign anything.



TASK



In the following cases, colour with **green** where my signature is required:

- on the purchase contract,
- on the receipt from the supermarket,
- on the application for a driving licence,
- on the employment contract,
- on the lease agreement,
- on the wedding papers when I get married,
- when ordering food in the school cafeteria,
- on the application for studying,
- on the contract with the insurance company,
- on the consent to the surgery,
- on the train ticket,
- on the loan agreement,
- on my school certificate.



TASK 1

Select and circle the correct answer – there is only 1 correct answer for each point.

2 months

- going to work healthy
- assign employees work
- notice period

gross violation of work discipline

- I immediately report it to the manager
- immediate dismissal
- expression of interest in the job

employee's obligation

- appropriate clothing and shoes
- going to work healthy
- important data about me

employee's right

- important data about me
- at least 20 days
- time off between shifts at least 11 hours

I had an accident at work

- auxiliary work in the kitchen
- I immediately report to the manager
- treat all employees equally

vacation

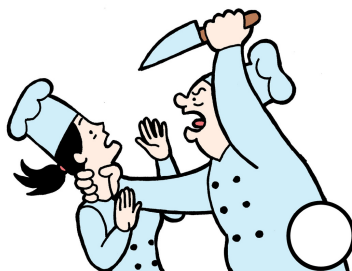
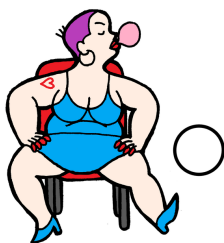
- municipal canteen, Kulíškovice 25
- apprenticeship for ancillary work in the kitchen, cleaning, laundry,...
- at least 20 days

employment contract

- always in writing
- motivation letter
- occupational safety

TASK 2

Colour with **green** what is right and colour with **red** what is wrong.



TASK 3

Circle the YES or NO what belong in the motivation letter:

- **date of my birth** YES / NO
- **signature** YES / NO
- **salutation** YES / NO
- **my address** YES / NO
- **describtion of my abilities** YES / NO
- **thanking** YES / NO
- **information about my family** YES / NO
- **information about my education** YES / NO



TASK 4

In the following examples indicate whether it is a CV, a motivation letter or an e-mail.

Jitka Nováková
Nádražní 513,
541 01 Trutnov

Dear Madam,
Zuzana Krátká
Cleanup, spol. s r.o.
Sokolovská 100
541 01 Trutnov

Trutnov, April 12th, 2023

Job application

Dear Mrs. Krátká,

Based on the offer published on your www.uklid.cz page, I am applying for the position of cleaning lady.

I have been interested in your company's offer. I would like to become a part of your team and with my reliability, responsibility and patience I would like to contribute to the customer satisfaction and the quality of services provided.

My supervisor in my previous job especially appreciated my reliability, punctuality and quality of work. During my studies I gained experience and skills to work with modern cleaning machines and the need to constantly learn and improve.

I believe that my experience and character traits make me a suitable candidate for the offered position. If you are interested in my job application, I will be happy to provide you with other necessary information about myself during a personal interview.

Thank you and have a nice day.

Best Regards,



Jitka Nováková

Dear Mrs. Director,

My name is Jitka Nováková and I am interested in the position of cleaning lady which you offer on the website of your company.

I attach a motivation letter and a CV to this e-mail.

If you want to know more about me, write me an e-mail at novakova@seznam.cz or contact me on the phone number 605 632 079.

Thank you in advance for your reply.

Best regards.

Jitka Nováková

TASK 5

Colour in the following information:



employer's right with yellow,



employee's right with orange,



employer's obligation with blue,



employee's obligation with green.



- work the best I can,
- my employer requires me to pay for tools I broke because I was careless,
- refuse to work because it seems to be dangerous to me,
- my employer pays me a salary every month,
- have paid leave,
- go to the doctor during working hours,
- do not damage property at work,
- have a lunch break
- follow the instructions of my superiors,
- the manager allows me to go to the doctor during working hours,
- the supervisor assigns me a job and determines when it has to be done,
- do not endanger colleagues at work,
- the supervisor checks my work.

TASK 6

Solve the crossword.

1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										

1. What is the name of the notice that the employee and the employer agree on? Notice by.....
2. What must not be missing in the employment contract?
3. What do I need to report to my manager immediately? at work
4. If an assistant cook is written in the employment contract, this is a type of
5. What must the employer and I always put on the employment contract?
6. I always add a motivation to the job application.
7. What else do I attach to my job application?
8. If I do not have an end date in the employment contract, it is a contract for an period.
9. Employees have the to a safe working environment.
10. How many days of leave do I have to get from my employer? At least days.
11. What is the name of a text that offers a job and can be found, for example, in the newspapers, on the Internet, ...?

Conclusion

I have now read and completed this entire brochure. I have enough information to fully integrate into working life.

I know:

- **what I would like to do,**
- **where can I look for a job,**
- **how should I write a CV,**
- **how should I write a motivation letter,**
- **how should I apply for a job,**
- **what rights and obligations do I have towards my employer,**
- **what rights and obligations my employer has towards me,**
- **what should I avoid so as not to get hurt at work,**
- **what my employment contract must contain,**
- **how can I terminate my employment,**
- **how can my employer terminate my employment,**
- **what is the notice period and what is the probationary period,**
- **when the employer cannot give me notice,**
- **with what caution I should sign anything,**
- **who can help me with the problems of my work.**



Other brochures were produced in the same project:

- **Financial skills**
- **Digital skills**
- **Self-care skills**
- **Democratic participation**
- **Suggestions for re-education of deficient mental and psychomotor functions**

Work skills
Ivana Vyvlečková
and Střední škola Olgy Havlové team
2023
Střední škola Olgy Havlové, Janské Lázně