

EMPLOYMENT LAW

Listen and fill in the gaps to make a summary of the given information:

Employment rights

distinction between employees and self-employed:

employees have more _____
employees are in a weaker _____

1978 Employment Protection Act:

a written summary of _____
at least _____ if employment is to be ended
the right for compensation if dismissed unfairly or

_____ women have the right to _____ in order
to have a baby

the application of rights depends on circumstances:

little protection for people _____
men over 65 and women over 60 are not entitled to
_____ sometimes it is fair to dismiss _____

equality of opportunity for employees and job applicants

(1970 Equal Pay Act, 1976 Race Relation Act, 1975 and 1986 Sex Discrimination Act)
whatever their _____
_____ for cases of discrimination
equal pay for work of _____

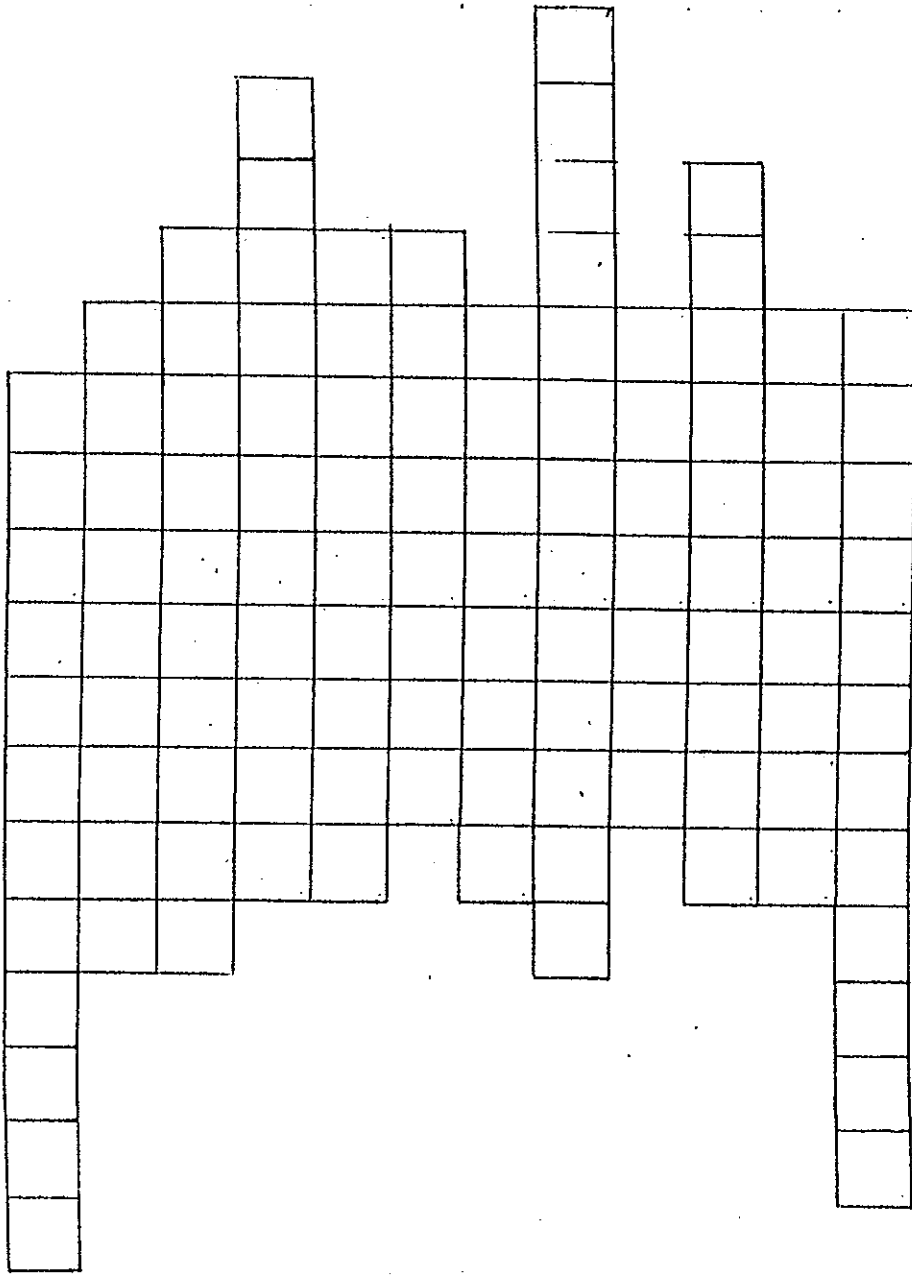
EC employment law is sometimes better than English law:

_____ for receiving retirement pension
_____ are legal
forcing _____ from work earlier than
men is not legal
(the decision of European Court, compared to an industrial tribunal)

attempts to harmonize employment rights among member states

- **the problem of standard minimum wage**
low-paid workers would be _____
it would put _____ on small business
- **the problem of Sunday trading**
1950 Shops Act limits Sunday trading in Britain
 - for _____ reasons
 - to ensure at least _____ a week for shopkeepers
 - complicated and _____
- **the right to strike**
all strikes in Britain must be supported by a _____ in a
_____ strike actions still constitute _____
employers are unlikely to dismiss workers who are backed by

- PRACOVNÍ DOBA (1)
- ZARUČIT (2)
- ODCHOD DO DŮCHODU (3)
- MINIMÁLNÍ MZDA (4)
- PRACOVISŤE (5)
- ZAMĚSTNANEC (6)
- ZAMĚSTNAVATEL (7)
- PRACOVNÍ PRÁVO (8)
- PROPUSTIT, DAT VÝPOVED (9)
- DOHODY (10)
- NEMOC (11)
- VYROVNÁNÍ (12)



*

Phrases for a cover letter.

Match the beginnings of the phrases with their correct endings.

1. I am submitting this letter	A. will bring a very significant contribution to the Center.
2. I am familiar	B. an expression of my interest in the position of Director of Nursing Services.
3. I do believe that my practical experience	C. to express my interest in the position of ...
4. I would very much appreciate	D. is enclosed for your review. . .
5. As you may see from my enclosed resume,	E. match perfectly with your requirements
6. I would like to point out that	F. the opportunity to discuss my potential contributions to your company with you.
7. Please accept this letter as	G. in order to be an asset to your organization.
8. I look forward	H. to hearing back from you
9. A copy of my resume	I. with the important role your Center plays within the community.
10. I believe that my skill-sets	J. I graduated from the renowned ... College
11. I possess the right combination of nursing skills	K. my experience and accomplishments match this position's requirements.

Cover Letter

Go through the letter and fill in the missing information. There are also some mistakes in the letter, find them.

XYZ Company
 87 Delaware Road
 Hatfield, CA 08065
 (909) 555-5555
 (george.gillhoolley@email.com)

Date???

Salutation (I know the name, I do not know the name)???

I'm writing to apply for the programmer position advertised in the *Times Union*. As requested, I'm enclosing a completed job application, my certification, my resume and three references.

The opportunity presented in this listing is very interesting, and I believe that my strong technical experiences and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

- I have successfully designed, developed, and supported live use applications
- I strive for continued excellence
- I provide exceptional contributions to customer service for all customers

With a BS degree in Computer Programming, I have a full understanding of the full life cycle of a software development project. I also have experiences in learning and excelling at new technologies as needed. So, see my resume for additional informations on my experiences.

Thank you for your time and consideration. I look forward to speak with you about this employment opportunity.

Closing (I know the name, I do not know the name)???
 FirstName LastName

Dobrovolný domácí úkol – splnění obou částí bude ohodnoceno + 3 body k zápočtovému testu.

1. Write down a cover letter based on the job advert from the lesson (Legal Assistant PROCTER & GAMBLE), you'll find it in the Osnova as well, the file „job_advert_2012.doc“:

<https://is.muni.cz/auth/el/1422/podzim2012/CM308Z/um/17685234/sbil.qwarp?prejit=2778474>

2. Review two letters of you classmates'. Comment on the following (be specific):

o the content

o the structure

o the language

o the style

o the overall impression: What do you appreciate on the letter? Can the letter be improved in any way? Would you recommend the person for the position?

Each review should be a coherent text about 70 - 120 words long.

Soubory nahrajete do aplikace PeerReview – instrukce dostanete emailem.

Termíny: do 22.11. - vložit cover letter

do 28.11. - opravit a vložit opravené dva cover letters

Po těchto termínech již nebude možno soubory nahrát.

Legal Assistant – PROCTER & GAMBLE

Procter & Gamble is looking for a legal assistant to work within the legal department for approximately 3 days per week.

Duties and responsibilities for the Czech Republic and Slovakia:

- assisting with:
 - advice, support and consultancy in legal matters (commercial law, marketing law, labour law, competition law)
 - preparation and revision of the contracts
 - participation in negotiation meetings with customers
 - preparation of internal procedures and policies
- following changes in legislation (regarding chemicals/medical devices/cosmetics)
- preparing legal analysis of relevant cases

Our requirements:

- undergraduate or graduate of Law (experience a plus, but not necessary, suitable for law students and fresh graduates)
- good command of English (written & spoken)
- fluent Czech or Slovak
- good communication skills
- analytical skills
- teamwork, innovation, drive

Our offer:

- contract for approximately 3 days per week in our new Brno Office
- professional multinational working environment
- competitive remuneration and benefit package
- personal and professional growth and development
- possible starting date: January 1st 2013 or based on agreement

We are looking forward to receiving your CV in English incl. covering letter.

Contact:

Štěpánka Bilová

bilova@law.muni.cz