

# Careers

## Jargon Buster



<b>Contract</b>	This document is an agreement between the company and the worker which lays out the responsibilities and entitlements of the employee.
<b>Criteria</b>	The standards and measures that will be used to assess your application and at interview.
<b>CV</b>	A document created by the applicant outlining your main skills, experience, educational and work history.
<b>Desirable</b>	A term used in a job description and person specification which describe skills, knowledge, or experience that the employer would like you to have (but isn't essential) in order to be hired for the job.
<b>Essential</b>	A term used in a job description and person specification which describe skills, knowledge, or experience that you must have in order to be hired for the job.
<b>Full-time</b>	A job that is five days and is normally 9am to 5pm Monday to Friday.
<b>Holiday entitlement</b>	The number of days of paid holiday in a year that a worker is entitled to take.
<b>Internship</b>	An unpaid post which allows you to gain practical experience in a profession or organisation.
<b>Interview</b>	A formal meeting in which an applicant is asked questions to determine their suitability for a particular job.
<b>Job description</b>	A list of duties and responsibilities relevant to the particular job.
<b>Maternity contract</b>	A job to temporarily perform the duties of a member of staff who is off on leave due to having a baby and will end when the other staff member comes back to the role.
<b>Part-time</b>	A job that works less hours than full time and is determined by the employer.

<b>Pension</b>	A regular sum of money which you and/or your employer regularly pays into which is intended to be used when you retire.
<b>Per annum (P.A)</b>	When used against a salary, this means this is the money you earn over a full year.
<b>Permanant contract</b>	A job contract stating that you will work at the company without an end date and that you would benefit from all company benefits.
<b>Person specification</b>	A list of skills, knowledge and experience expected and identified as either Essential (must have them) or Desirable (good if you do have them).
<b>Pro rata</b>	A term used to suggest the salary of the job when it's not full-time but if it were full time, comparing the actual part-time salary to if it were full-time.
<b>Probation</b>	This is a period of time set by the employer that starts when you start the job and typically lasts between 3 and 12 months during which you may not get all employee benefits, pension or holidays as standard. During this time, you're being monitored and supported by managers.
<b>Redudency</b>	An occurrence when a job is no longer required and the job holder will be asked to leave the company.
<b>Resume</b>	See 'CV'.
<b>Salary</b>	The amount of money that your employer agrees to give you on an hourly, daily, weekly or monthly basis. Note that most employers will advertise the job on a yearly basis (per annum).
<b>Shortlisting</b>	A task done by the employer to sort through job applications and only shortlist for interviews ones that are the closest to the personal specification. Those not shortlisted are typically rejected for the job.
<b>Sickness</b>	A number of days of paid absence from your job due to illness or injury which you will be paid for.
<b>Temporary contract</b>	A job contract stating that you will work at the company for an allotted period of time and may bean that you do not benefit from all the same employment benefits as those on a permanent contract.
<b>Wage</b>	See 'Salary'