

**JOB APPLICATION VOCABULARY****Job Application Vocabulary**

Employment type/availability

- Part-time (1-34 hours per week)
- Full-time (35-40 hours per week)
- Overtime (more than 40 hours per week)- most employers pay time-and-a-half for this
- Temporary/holiday- hired to work for a specific holiday season or busy period; usually has a pre-determined end date

Referral vs. reference

- Referral- person who told you about the job, they “referred” you to the position
- Reference- person who knows you well and can recommend you for this new job; usually a previous employer, could be a past teacher or a family friend **NOTE:** *In most cases, family members do not qualify as references.*
- Highest Level of Education Completed- High school/GED is low, technical school or Associate’s Degree is higher, university/college or Bachelor’s Degree is even higher, graduate school or Master’s Degree is highest
- Reason for Leaving- why did you leave your last job?

Appropriate answers: Found a new, better job; relocated to a new place; laid off (company no longer needed you to work); wanted to change career paths; went back to school

Inappropriate answers: Didn’t like your boss; hated everything about the job; found the job boring; had to leave for legal reasons, you were fired

NOTE: *Even if true, these answers are not appropriate to use when filling out a job application or during a job interview.*

Let students read the applications and ask if there are any other words or terms they don’t understand.