



Jargon
Busting
Employability

What is Jargon?	4
Definition	4
Examples	4
Employability Jargon.....	5
Base.....	5
Cash Flow.....	5
CV.....	5
Company Perks.....	5
Corporation Tax	5
Dynamic Self Starter.....	5
ESOL.....	5
External Advertising	5
Finance	5
FTE.....	5
Human Resources	6
IELTS	6
Internal Advertising	6
Job Share.....	6
Labour	6
Labour Market.....	6
Limited Liability.....	6
Per Annum.....	6
Per Hour.....	6
Period.....	6
Perk.....	6
Positive Action.....	7
Positive Discrimination	7
Private Limited Company.....	7
Pro Rata	7
Probationary Period	7
OTE	7
Salary.....	7
VAT.....	7
Workers Cooperative	7
Interview Jargon.....	8
Absence.....	8
Additional Evidence	8
Confidential.....	8
Curriculum Vitae	8
Endorsement.....	8
Further Education.....	8
GCSE	8
Grades.....	8
High School.....	8
Key Duties and Responsibilities	8
Membership of Professional Institute	9

Notice Period	9
Office Use Only	9
Other Benefits	9
Personal Statement	9
Primary School.....	9
Reason for Leaving	9
Rehabilitation of Offenders Act	9
Salary.....	9
Secondary School	9
Sickness	9
Supporting Information	10
Work Permit	10

What is Jargon?

Definition

- The language, esp. the vocabulary, peculiar to a particular trade, profession, or group: medical jargon.
- Unintelligible or meaningless talk or writing; gibberish.
- Specialized language concerned with a particular subject, culture, or profession
- The terminology or idiom of a particular activity or group

Jargon is the collective name for words that only make sense to certain people.

Examples

“Dow Jones Industrial Average”

This phrase will be understandable by people who trade on the stock market

“H₂O”

Most people understand this to mean “water” but it is science Jargon

“Integer”

To a mathematician (someone who uses numbers every day), this means “a number”

Employability Jargon

Base

Your salary before bonuses

Cash Flow

The amount of money available; someone with low cash flow is said to have very little money

CV

Curriculum vitae; it is Latin and means "The journey of my life." It is used to show an employer what skills and experience you have

Company Perks

A bonus for working with the company; can be pension, or holidays, etc

Corporation Tax

Tax paid by a company to the Inland Revenue Service

Dynamic Self Starter

Enthusiastic and motivated

ESOL

English for Speakers of Other Languages

External Advertising

The advertising of a job, externally from the company. I.E in a newspaper

Finance

Relating to money; to be in high finance is to have a lot of money

FTE

Full time equivalent. Example: 0.5 FTE. This means that it is half of a full time job (I.E 20 Hours a week)

Human Resources

The staff of a company; the people who work at a company

IELTS

International English Language Testing System

Internal Advertising

The advertising of a job, within a company only

Job Share

A person will be sharing the job with you

Labour

The workforce; employees

Labour Market

See also: **Job Market**

Limited Liability

A company set up by two or more people. All debt is owed by the people who set it up

Per Annum

Also written "pa"; means "every year"

Per Hour

The amount of money you will be paid for every hour you work.

Period

A length of time

Perk

A bonus

Positive Action

Singling out someone for employment or promotion, purely because of their ethnic background but also taking into account their ability

Positive Discrimination

Singling out someone for employment or promotion, purely because of their ethnic background and not necessarily their ability

Private Limited Company

Similar to a Limited Liability company, except the shareholders are not responsible for any debt generated by the company

Pro Rata

"In proportion"

If you are working at £12k pro rata, you will be paid £12k based on how often you are at work.

Probationary Period

A period of time, usually 6 months, for the employer to see if you are the right person for the job

OTE

On top of earnings, bonus

Salary

A fixed amount of money that you receive from your employer, usually every month

VAT

Value Added Tax. Tax that is added to an item, when bought, currently it is set at 20%

Workers Cooperative

A company that is owned and run by the workers and all decisions are voted on by the workers

Interview Jargon

Absence

See: Sickness

Additional Evidence

See: Supporting Information

Confidential

(in confidence) Information given will remain private

Curriculum Vitae

Latin, "The journey of my life". Also known as C.V or Resume. A document containing information about work history and education

Endorsement

(related to driving licences) Fines or points on a driving licence. If you have none, leave it blank. If you have some, put a reason

Further Education

If you have studied at college, this is where you list the course you have taken

GCSE

General Certificate of Secondary Education. All children who study at a secondary (or high) school, gain these when they graduate.

Grades

Level achieved on a course. Examples for UK schools are: A, B, C, D, E, F, U, X. Where A is the highest grade, and X is the lowest grade

High School

See: Secondary School

Key Duties and Responsibilities

Things that you have to do control or manage, in your current employment

Membership of Professional Institute

A group of professional people who promote interest in certain subjects. For example the Royal College of Nursing

Notice Period

The amount of time required, by your employer, before you can leave your job

Office Use Only

A space on an application form where office staff will provide information. Do not write anything in this area

Other Benefits

Bonuses paid to you by your current employer. For example unsociable hours allowance

Personal Statement

See: Supporting Information

Primary School

A school for young children. Usually between the ages of 5 and 11 years old

Reason for Leaving

The reason you left your previous job, or are leaving your current job

Rehabilitation of Offenders Act

Whenever someone commits a crime in the UK, there is a period of time afterwards when they have to tell their employers, and potential employers, that they have committed this crime

Salary

Wages, how much you are paid in your current job

Secondary School

A school for older children. Usually between the ages of 11 and 16 years old

Sickness

The amount of time you have not been at work due to sickness / illness

Supporting Information

Information you can supply that can enhance your application and support what you have already told the employer. Also known as Personal Statement or Additional Evidence

Work Permit

A document that allows a person to work in a country, also known as a Working Visa