

## Applying for a job (key vocabulary)

**Application form:** A document requiring you to answer specific questions about your skills and experience for a job.



**Cover letter:** A letter addressed to a particular organisation outlining in more detail your motivations and experience. This is typically sent in support of your CV.

**CV/Resume:** A document outlining your skills, work history, qualifications, contact details and information on references.

**Notice period.** The period of time you are required to work for a company after resigning from your position.

**Permanent position:** A contract of employment which does not specify an end date.

**Probation period:** A period of time at the start of your job in which your performance is reviewed, prior to starting your full contract.

**References:** A written testimonial typically from a previous employer.

**Recruitment agency:** A specialist agency that aims to find suitable individuals for job vacancies.

**Recruit/hire/employ:** When an organisation gives a contract of employment to a candidate.

**Rejection:** When you are not successful in applying for a job.

**Vacancy/opening:** A job position that needs to be recruited for.

## What not to do at a job interview

- Don't smile too much!
- Don't over compliment the recruitment panel. They don't want to know you like their tie or suit!
- Don't ramble! (talk at length in an incoherent way)
- Don't be arrogant, saying 'I am the best' rarely works!
- Don't dress too casually.
- Don't use 'street language', for example 'Yo' as an introduction.
- Don't lean back in your seat, fiddle with your hair or fidget with your hands.

## Phrasal Verbs relating to recruitment/HR

- 1) I am **handing over** my job. I am preparing someone to perform my job role.
- 2) I have **taken on** new responsibilities. I have accepted new responsibilities.
- 3) I **filled in** the application form. I completed the application form.
- 4) To **get ahead** it is necessary to have strong IT skills. To be competitive with others it is necessary to have strong IT skills.
- 5) We need to **follow up** his references. We need to check his references.
- 6) He accepted the job offer but then he **backed out** at the last minute. He accepted the job offer but then he changed his mind at the last minute.
- 7) We will **go with** Sally because she has the right skills and experience. We will choose Sally because she has the right skills and experience.
- 8) We made an error in your pay and will **make up** the difference the following month. We made an error in your pay and will pay extra the following month.

## Quote of the month

*"Find out what you like doing best and get someone to pay you for doing it."*

*Katherine Whitehorn*

## Making nouns from adjectives

- 1) 'ness' – is a suffix that can be used to turn some adjectives into nouns for example:

Adjective	Noun
Happy	Happiness
Sad	Sadness
Ready	Readiness
Tidy	Tidiness

Note: the 'y' is replaced by 'i' before adding the suffix.

- 2) 'ity' – is another suffix that can be used to turn some adjectives into nouns for example:

Adjective	Noun
Possible	Possibility
Responsible	Responsibility
Complex	Complexity

Note: The additional spelling changes that occur with 'possible' and 'responsible'.