Employability Terms

Applicant: The one who seeks employment.

Job Application: Form one completes for a business, telling your work experiences and personal data.

Career: Occupation to which you made a long term commitment.

Employee: Person that works for another person.

Employer: Is a business or boss that hires employees.

Fringe Benefits: Goods or services a business provides to employees in addition to their wages.

Interview: Meeting of the employer and the applicant for evaluation and questioning.

References: People who will speak on the behalf of applicant.

Résumé: Personal data sheet.

Seniority: Employment status that results from continuous service in one company.

W-2 Form: Statement that is received in January that shows employees earnings and deductions.

Classified Ad: Advertisement in that paper of someone looking for an employee.

Thank you letter: Letter that is sent after the interview is completed thanking them for their time.

Work permit: A form from the school that allows you to work if under 18 years of age.

W-4: A form you will fill out so the employer can withhold taxes.

Human resource department: A department within a company that handles all employee records, hiring, terminating, and benefits.

Employment test: Test given by employer to potential employees.

Referral: A recommendation of a person for a job.

Fired: When employer releases you from your job because of or work habits and/attitude.

Laid off: When the employer releases you from work through no fault of your own.

Resignation: When you decide to resign from employment.

Interviewer: The person asking the questions to the applicant.

Interviewee: Person receiving the question and looking for the job.

Salary: Fix amount of pay for a certain amount of time.

Severance Pay: Payment from an employer who has cut off a person’s employment.

Gross Pay: The amount of pay you receive before taxes.

Net Pay: The amount of your paycheck after taxes and deductions.

Cover Letter (application letter): The letter that you send with the résumé to the perspective employer.