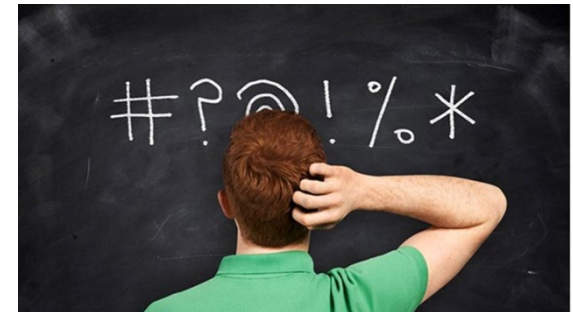


## Job Advert Jargon Buster!

You will find the same phrases over and over again in job adverts. Some will be about the ideal person for a job and some will be about job hours or pay. Together they can help you decide whether you want to apply for the job. But what do they mean?



<b>Word</b>	<b>Meaning</b>
Apprenticeship	An apprenticeship is a programme where you 'learn while you earn' - you work as well as studying for a qualification e.g. a catering apprentice studying for a Hygiene certificate whilst working
Casual Staff	Employed to work on a casual basis with no fixed hours of work
Competencies	The skills, strengths or qualities which you will need to be able to do the job
CRB/DBS Check	Record checks are done to see if you have a criminal record. This is required for some jobs e.g. working with small children
Essential	The points which employers are looking for
Fixed Term Contract	The job will only be for a fixed time such as 6 months or 1 year. It might also be until a certain project is finished e.g. a photographer working on a set of promotional pictures for a company

Flexible Hours	Hours which may change e.g. retail workers who work different shifts each week
Minimum Wage	The lowest wage which an employer is allowed to pay you per hour
PT Hours	Part time hours
Unsociable Hours	Work outside the normal working day, such as overnight work or working late at the weekend

Are there any other words you have seen that you need to know the meaning of? If you can think of any, write them down here and find out what they mean.


**Full Name:**