

Job Applications - Vocabulary

Vocabulary	Description
vacancy	A job which is available
application	A form which you fill in for a job which is available
title	Mr, Mrs, Miss, Dr
work history	All the jobs or voluntary work you have done before
reason for leaving	Why you left your last job
training	Courses where you learn skills for a job
qualification	A course or certificate
disabled	When you have a permanent problem with your health
references	People who can recommend you for a job
to confirm	To say that something is definitely true
current	At the moment, now
further information	Any other information you have not already written eg skills and attributes
position	Job
duties and responsibilities	The things that you have to do in your job