Unit 1 — Job Interviews

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Apply

to request something in writing

"James applied for more than 20 jobs before he was successful."

Attend

to go to, or take part in

"All employees must attend fire safety training."

Candidate

a person who is competing to get a job

"Twenty candidates were chosen from the 160 applicants."

Certificate

an official document proving that one has finished a course

"Some IT companies value job experience and industry certifications over purely academic degrees."

Current

of the present time

"Her current manager is much more understanding than her previous manager."

Dismiss

to officially make someone leave a job

"She was dismissed after she was caught stealing from the company."

Fill in

to give written information often by completing a form

"Please fill in the form and send it back to us."

Hire

to employ or pay someone to do a job

"The company hired almost 200 workers when the new factory opened."

Position

a post of employment, a job

"His position is Sales Manager at the moment."

Probationary period

a length of time in which an employee is not fully protected by labor laws, and can be fired, sacked or resign without reason or notice

"Most new employees have to work a probationary period before they are given a full time contract."

Recruit

to actively seek new staff members

"Some companies use agencies to recruit new staff."

Reference

a statement from a former employer on whether they think the person is suitable for the new job they are applying for

"His previous manager gave him a very good reference."

Relevant

connected with what is happening or being discussed

"He has a very impressive CV but I don't think his knowledge is relevant to this position."

Resume

a document showing your education and work history, also known as a CV (or curriculum vitae)

"Having a professionally prepared resume or CV will make a good impression on potential employers."

Submit

to give or send to someone for a decision

"I submitted my application form two weeks ago and haven't heard anything back from them."