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job application

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2

CV

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interview

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4

qualification

VERSO

1

A formal request for a job, usually a letter or an online form sent to an employer.

VERSO

2

A short document summarising your education, skills and work experience for a possible employer.

VERSO

3

A formal meeting in which an employer asks you questions to decide whether to give you the job.

VERSO

4

An exam, diploma or degree that shows you have the knowledge or skill needed for a job.

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5

shift work

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6

remote work

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7

automation

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8

freelance

VERSO

5

A system in which people work in different periods of the day, for example nights or weekends.

VERSO

6

Working from home or from anywhere else, connected to the office by computer and internet.

VERSO

7

The use of machines and software to do tasks that people used to do. "Automation will change many jobs."

VERSO

8

Working independently for different clients, without being a permanent employee of one company.

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9

promotion

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unemployment

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11

career path

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12

skill set

VERSO

9

A move to a more important position at work, usually with better pay and more responsibility.

VERSO

10

The situation of people who want to work but have no job — the opposite of employment.

VERSO

11

The series of jobs a person does during their working life, usually in the same field.

VERSO

12

All the abilities and knowledge a person has for a particular type of work. "She has a strong skill set for IT."