

ORDLISTA

GLOSSARY

A-kassa

An insurance fund that pays you money if you lose your job.

Anställningsbevis**Certificate of employment**

A document containing details of your working hours, pay, holidays etc.

Arbetsgivare**Employer**

A person or company that employs and pays people to work for him/her or it.

Arbetsmarknad**Labour market**

The jobs available and the people who want to work in a particular profession.

Arbetsmiljö**Work environment**

Everything that affects you at work, such as noise levels, lighting, equipment and stress.

Arbetstagare**Employee**

A person who is paid to do work.

Arbetstid

The length of time you work per day or week (often stated in per cent of a full working week).

Avtal

An oral or written agreement between people or companies.

Deltid**Part-time**

In terms of work, this means less than full-time (e.g. 75% or 30 hours a week).

Facket

The union representing employees with the same job, in the same industry or with the same training.

Fackligt ombud**Union representative**

Someone who can answer questions about a union or help you if you want to join a union.

Förtroendevald

Someone who is elected by his or her colleagues and members of the union to speak for the whole group.

Heltid**Full-time**

In terms of work, this means roughly eight hours a day or 40 hours a week.

Jobba vitt

To do work for which both the employee and the employer pay tax.

Jobba svart

To do work for which neither the employee nor employer pay tax.

Kollektivavtal**Collective agreement**

An agreement for all the employees at a workplace or in the same industry.

Månadslön**Salary**

The money that an employee earns every month.

Pension**Pension**

Money that older people receive when they stop working (i.e. retire).

Referens**Reference**

Someone who knows you and can say how well you performed at a previous job.

Timlös**Hourly wage**

Money you earn by the hour.

Tjänstgöringsgrad

Your hours of work – can be full-time, part-time or something else.

Tystnadsplikt

A duty not to tell others about any work-related information.

Validering

The translation of your education, training and experience to the Swedish system.

Vikariat

When someone stands in for an employee who is sick, on parental leave, etc.

Yrke**Profession**

Work for which you need some sort of training or education, such as a bus driver or a nurse.