

# 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.

**Arbetsstagare****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****Contract**

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/or 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 the employer pay tax.

**Kollektivavtal****Collective agreement**

An agreement for all the employees at a work-place 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.

**Timlön****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.