



ORDLISTA (ENGELSKA) – GLOSSARY

A-kassa

Unemployment insurance

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

Working hours

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

Union

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

Union steward

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

Above-board employment

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

Jobba svart

Working cash-in-hand

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

Monthly 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

Full-time equivalent (FTE)

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

Tystnadsplikt

Confidentiality obligation

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

Validering

Validation/conversion

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

Vikariat

Temporary cover

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.