

## UNIT 4A VOCABULARY CHECK

These are the important words you have studied in Unit 4A. You should make sure that you know these words before you go on to Unit 4B.

**a**bsence

absent

applicant

apply

appraisal

**b**ullying

**c**andidate

cashier

clause

closing date

confidentiality

constructive dismissal

contentious

covering letter

C.V.

**d**isability

disciplinary

discriminate

discrimination

dismiss

dismissal

dismissed

dock

**e**mployee

employer

estate agent

**f**ired

fixed-term contract

former

full-time

**g**rievance

gross misconduct

**h**arass

harassment

**i**nterview

**j**ob title

**m**ade redundant

manager

maternity leave

misconduct

**n**on-competition

non-contentious

notice period

**o**n-the-spot

**p**art-time

pay

payroll

pension

procedure

provide that

provision

**r**edundancy

redundant

regulations

remuneration

resign

resignation

retire

retirement

**s**acked

salary

secretary

seminar

sick pay

staff

strike

**t**eam

temporary

term

termination

track record

trade union

tribunal

**u**nfair dismissal

vacant position

**w**ages

well-motivated

wide range