# Employment Applications list

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|---|---|
| Job Role | DATE: |
| Department | |
| Position advertised through: | |

**All applicants must be recorded and processed.**

| Applications Process | | | | | |
|---|---|---|---|---|---|
| **Applicant Name** | **Application received through** | **Acknowledgement letter sent** | **Interview Y/N** | **Successful Y/N** | **Letter sent** |
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| Authorised by: _____<br>Manager Name: _____<br>Signature: _____ | DATE: _____ |