

Worksheet: Application reports

Company:	
Sector:	
Address:	
Phone/fax/email:	
Web address:	
Human resource manager:	
Type of the application	
Speculative application	Contact by:
Advertisement in:	On the:
Online application	
Applied for which position:	
Written documents sent on the:	
1. phone call on the:	
Spoken to:	
Result / to dos:	
2. phone call on the:	
Spoken to:	
Result / to dos:	
3. phone call on the:	
Spoken to:	
Result / to dos:	
Job interview on the:	
Interviewer:	
Demanded documents:	<input type="checkbox"/> School certificates <input type="checkbox"/> Apprenticeship certificates <input type="checkbox"/> Work sampling
	<input type="checkbox"/> Handwriting sample <input type="checkbox"/> Criminal record attestation <input type="checkbox"/> Work permit <input type="checkbox"/> Residence permit <input type="checkbox"/> Exemption certificate <input type="checkbox"/> Certificate of citizenship <input type="checkbox"/> Photograph
Employment test	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Preparation?
Follow-up letter on the	
Result / to dos:	