














































# Job applications

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# Overview

Job applications can be tracked and managed within the system.

Using this functionality requires a page for job application submission outside of the ERP.

<input type="checkbox"/>	POSITION	FIRST NAME	LAST NAME	EMAIL	COUNTRY	RESPONDED	IN PROCESS	CV FILE	SCHOOL REPORT	COMMENTS	ACTIONS
<input type="checkbox"/>	Tester	John	Doe	john.doe@testers.si		NO	NO	File	File	 0	  
<input type="checkbox"/>	Tester	John	Doe	john.doe@testers.si		NO	NO	File	File	 0	  
<input type="checkbox"/>	Tester	John	Doe	john.doe@testers.si		NO	NO	File	File	 0	  
<input type="checkbox"/>	Tester	John	Doe	john.doe@testers.si		NO	NO	File	File	 0	  
<input type="checkbox"/>	Tester	Janez	Novak	janez.novak@test...		NO	NO	File	File	 0	  
<input type="checkbox"/>	Tester	Janez	Novak	janez.novak@test...		NO	NO	File	File	 0	  
<input type="checkbox"/>	Tester	Janez	Novak	janez.novak@test...		NO	NO	File	File	 0	  
<input type="checkbox"/>	Tester	Janez	Novak	janez.novak@test...		NO	NO	File	File	 0	  
<input type="checkbox"/>	Tester	Janez	Novak	janez.novak@test...		NO	NO	File	File	 0	  

# Create new job application

New job applications cannot be added from within the system.

To create new job applications, an external form must be added for submission of job applications (e.g. a form on company's official website).

# Update existing job applications

This action requires the "**Update job application**" permission.

All information within a job application can be altered.

Any changes will be reflected on the "**PDF Job application**" print, that can be generated from a job application.

## Basic information

Basic details of the job application, its type, the applied for work position and how they found us.

### Basic information

TYPE	Type
POSITION	Tester *
EMPLOYMENT TYPE	Full-time
FIND ABOUT US	Social media
DESIRED POSITION	Enter desired position

- **Type**
  - Type of job application
  - E.g. applying for job, internship...
- **Position**
  - The position, for which the applicant submitted their application
- **Employment type**
  - The employment type of the application

- **Options:** Full-time, Student, Part-time...
- **Find about us**
  - How the applicant found our company.
  - E.g. through friends, school, social media...
- **Desired position**
  - The desired position, an alternative to the main **position**

## User information

A list of basic details about the applicant.

### User information

FIRST NAME	John	*
LAST NAME	Doe	*
EMAIL	john.doe@testers.si	*
PHONE	Enter phone number	
ADDRESS	Sončna ulica 11	*
POSTAL CODE	Post code number (ZIP code)	
CITY	Trbovlje	*
COUNTRY	SI, Slovenia	▼ ✕

- **First name**
  - Applicant's name.
- **Last name**
  - Applicant's surname.
- **Email**
  - Applicant's email address.
  - When a new job application is created, a response can be sent to this email.
- **Phone**
  - Applicant's contact phone.

- **Address**
  - Applicant's address.
- **Postal code**
  - Postal code of the applicant's address.
- **City**
  - City of the applicant's address.
- **Country**
  - Country of the applicant's address.

## Activity information


Information about the state of a job application.

### Activity information

RESPONDED

NO


RESPONDED DATE

dd.mm. yyyy 


IN PROCESS













NO






INVITATION DATE

dd.mm. yyyy 

EMPLOYMENT DATE

dd.mm. yyyy 



**B**
*I*
~~S~~
U


**H1** **H2** **H3** **H4** **H5**









COMMENT

Comment

- **Responded**
  - Tick this, if a response has been sent to the applicant.
  - Response here should be interpreted as **application rejection or invitation for an interview**.
- **Responded date**
  - The date, when the response has been sent to the applicant's email.

- **In process**

- Tick this, if the applicant has been invited for an interview.

- **Invitation date**

- The date of the scheduled job interview.

- **Comment**

- A comment about the applicant.
- Reason for rejection or additional details.

## Message information

The message that the applicant can add.

Message information






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FORM.MESSAGE.LBL  
FORM.MESSAGE.PLG

# Delete job application

This action requires the "**Delete job application**" permission.

Job applications can be deleted from the system in two ways. Applications can be deleted by clicking the "**Trash**" icon.

<input type="checkbox"/>	POSITION	FIRST NAME	LAST NAME	EMAIL	COUNTRY	RESPONDED	IN PROCESS	CV FILE	SCHOOL REPORT	COMMENTS	ACTIONS
<input type="checkbox"/>	Tester	John	Doe	john.doe@testers.si		<input type="button" value="NO"/>	<input type="button" value="NO"/>	File	File	 0	  
<input type="checkbox"/>	Tester	John	Doe	john.doe@testers.si		<input type="button" value="NO"/>	<input type="button" value="NO"/>	File	File	0	
<input type="checkbox"/>	Tester	John	Doe	john.doe@testers.si		<input type="button" value="NO"/>	<input type="button" value="NO"/>	File	File	0	
<input type="checkbox"/>	Tester	Janez	Novak	janez.novak@test...		<input type="button" value="NO"/>	<input type="button" value="NO"/>	File	File	0	
<input type="checkbox"/>	Tester	Janez	Novak	janez.novak@test...		<input type="button" value="NO"/>	<input type="button" value="NO"/>	File	File	0	
<input type="checkbox"/>	Tester	Janez	Novak	janez.novak@test...		<input type="button" value="NO"/>	<input type="button" value="NO"/>	File	File	0	
<input type="checkbox"/>	Tester	Janez	Novak	janez.novak@test...		<input type="button" value="NO"/>	<input type="button" value="NO"/>	File	File	0	

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