

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.

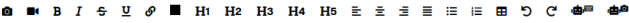
- **Comment**

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

Message information

The message that the applicant can add.

Message information



FORM.MESSAGE.LBL
FORM.MESSAGE.PLC

Revision #3

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