

JOB APPLICATION TRACKER

NEXSTEPS - INDEPENDENT LIVING SKILLS

Practical tools for real life

KEEP TRACK OF YOUR NEXT MOVE.

Record applications so you know what you applied for, when to follow up and what happens next.

Employer / role	Date applied	Closing date	Status / next step

☐ CV checked	☐ Application tailored
☐ Contact details correct	☐ References ready
☐ Interview clothes planned	☐ Route to interview checked

My next job-search action:

NEXSTEPS TIP: A 'no' is not the end. Keep a record, learn from it and move on to the next opportunity.