**Keeping track of your applications**

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| **Looking for roles** | **Making applications** | **Interview process** |
| **The charity** | **Where I saw the advert** | **What the charity is looking for** | **Deadline for applications** | **Comments and how it matches my criteria** | **Shortlist?** | **Date I applied** | **How I applied** | **Response received (and date)** | **Date of interview** | **Questions to ask** | **What I have to offer** | **When I can expect to hear back** |
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