GENTLETOOLS / FREE RESOURCE SERIES

CAREER / 8 PAGE EDITION

# Job Application Tracker PDF

Track vacancies, application stages, next contact dates and interview follow-ups.

**NOT JUST AN EMPTY FORM**

A clear application history stops promising opportunities getting lost in email. Record actual submissions, keep dates visible and write the next action for each position.

## THE FOUR-STEP WORKFLOW

1. **Define what is known**
2. **Track actual events and evidence**
3. **Compare before deciding**
4. **Assign the next concrete action**

- [ ] Separate estimates and verified facts
- [ ] Keep sensitive data secure

No login or email gate. Information you enter stays in the PDF.

APPLICATION NEXT-STEP BOARD

# Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

**Project or subject**

**Date or period**

**STEP 1** Write your target job types and choose where supporting documents are stored.

**STEP 2** Log each employer, stage, application date and the next contact.

**STEP 3** Review open applications once a week and adjust the next action.

**STEP 4** Which fact or document still needs checking?

APPLICATION NEXT-STEP BOARD

# Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

**Reference period**

**Review date**

| APPLICATION DATE | EMPLOYER / ROLE | CONTACT / OWNER | APPLICATION STAGE | NEXT ACTION / REPLY DATE |
|---|---|---|---|---|
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**Outstanding question or record to confirm**

APPLICATION NEXT-STEP BOARD

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**Outstanding question or record to confirm**

APPLICATION NEXT-STEP BOARD

# Compare with evidence

### WHAT THIS DOCUMENT HELPS WITH

A clear application history stops promising opportunities getting lost in email. Record actual submissions, keep dates visible and write the next action for each position.

## 1. Current facts

| CURRENT | OPTION | EVIDENCE |
| --- | --- | --- |
| | | |

## 2. Alternative course

| CURRENT | OPTION | EVIDENCE |
| --- | --- | --- |
| | | |

## 3. Uncertain information

| CURRENT | OPTION | EVIDENCE |
| --- | --- | --- |
| | | |

**Working conclusion or question**

**Review by**

APPLICATION NEXT-STEP BOARD

# Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

**ACTION 1** Write your target job types and choose where supporting documents are stored.

| Concrete next action | Owner / due |
| --- | --- |
| | |

**ACTION 2** Log each employer, stage, application date and the next contact.

| Concrete next action | Owner / due |
| --- | --- |
| | |

**ACTION 3** Review open applications once a week and adjust the next action.

| Concrete next action | Owner / due |
| --- | --- |
| | |

**IMPORTANT CONTEXT**

Keep reference contact information and private employment records secure. This sheet never submits an application.

- [ ] Source checked
- [ ] Next action assigned

APPLICATION NEXT-STEP BOARD

# Review a worked example

**FICTIONAL EXAMPLE**

Applied for a coordinator role on October 8; follow-up reminder for October 16; source checked on employer website.

## BEFORE YOU RELY ON YOUR RECORDS

- [ ] Facts distinguished from estimates
- [ ] Dates, units and totals checked
- [ ] Source evidence saved separately
- [ ] Private identifiers protected

**What will be improved next time?**

Keep reference contact information and private employment records secure. This sheet never submits an application.

APPLICATION NEXT-STEP BOARD

# Career pipeline

This page is tailored to the topic. Use it to check key items before closing your file.

| AREA | STAGE | NEXT STEP |
| --- | --- | --- |
| **Saved roles** | | |
| **Applications sent** | | |
| **Employer replies** | | |
| **Interviews** | | |
| **Offers** | | |

**One additional item to check**