**Applicant response letters**

The purpose of these form letters is to ensure that all job applicants get the appropriate responses. Where possible this can be done by returning the applicant e-mail. That is, paper responses should only be contemplated where e-mails are not available.

**RECEIPT OF APPLICATION**

Thank you for your application and your interest in a position with [TAFE].

Working at [TAFE] is more than just a job, it is a career and a passion and [TAFE] provide our employees with many opportunities to be challenged and rewarded.

Your application has been forwarded to our Recruitment Team who will review your skills and experience. If your application is of interest [TAFE] will be in contact with you to discuss the opportunity further.

If you are unsuccessful in this application [TAFE] will e-mail you. [TAFE] do not retain applications.

For more information on [TAFE] or its various services go to www. [TAFE].au.

[TAFE] appreciate the time you have taken to prepare your application and thank you for considering [TAFE] as a prospective employer.

Yours sincerely

Human Resources

**NOT SUCCESSFUL AFTER RESUME SCREEN**

Dear Name,

Thank you for your application for the role of XXX with [TAFE] ( [TAFE]).

[TAFE] have had a very positive response to this role, and all applications have been considered. Unfortunately, at this time you have been unsuccessful. [TAFE] feel that your qualifications and experience are not in line with those that [TAFE] require in this instance. Once again, thank you for your interest in this role.

In accordance with [TAFE] policy, your details will not be retained, however should you see a position that suits your skills and competencies advertised in the future please do not hesitate to apply.

Yours sincerely

Human Resources

**NOT SUCCESSFUL AFTER PHONE INTERVIEW**

Dear Name,

Thank you for your application for the role of XXX with [TAFE] ( [TAFE]) and for taking the time to speak with us over the phone.

[TAFE] have had a very positive response to the job vacancy, and all applications have been considered. Unfortunately, at this time you have been unsuccessful. [TAFE] feel that your qualifications and experience are not in line with those that [TAFE] require for this particular role. Once again, thank you for your interest in this role.

In accordance with the Privacy Act, your details will not be retained, however, should you see a position that suits your skills and competencies advertised in the future, please do not hesitate to apply.

Yours sincerely

HR

**CONFIRMATION OF INTERVIEW DATE/TIME**

Dear Name,

Following our telephone conversation, I would like to confirm the details of your interview:

Time:

Date:

Location: .

Directions:

Interviewer:

Please don't hesitate to call or email me should you have any further questions or concerns.

Yours sincerely

Human Resources

**NOT SUCCESSFUL AFTER INTERVIEW**

Dear Name

Thank you for attending an interview with [TAFE] ( [TAFE]) for the role of xxxx.

As you can imagine, when recruiting for such a popular position, the response was very high, both in quality and quantity. This has made our final selection particularly difficult. While your background and experience are valuable, another candidate was more suited to our requirements for this role.

[TAFE] are writing to advise you that on this occasion, your application was not successful.

All of us at [TAFE] wish you well in your next career step.

Yours sincerely

Human Resources