



E-Recruitment

How to Cancel a Job Application

Go to the tab: Application History



Collab Home Your Profile Current Vacancies **Application History** Inbox Unemployment Database Help

Application Tracker

The tracker list below will show all current registered applications.

Action	ObjectRef	Institution	Applicant	Job Title	Workstation	Closing Date
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Go to the Application which you want to delete and click on action button and select “Cancel Job Application”

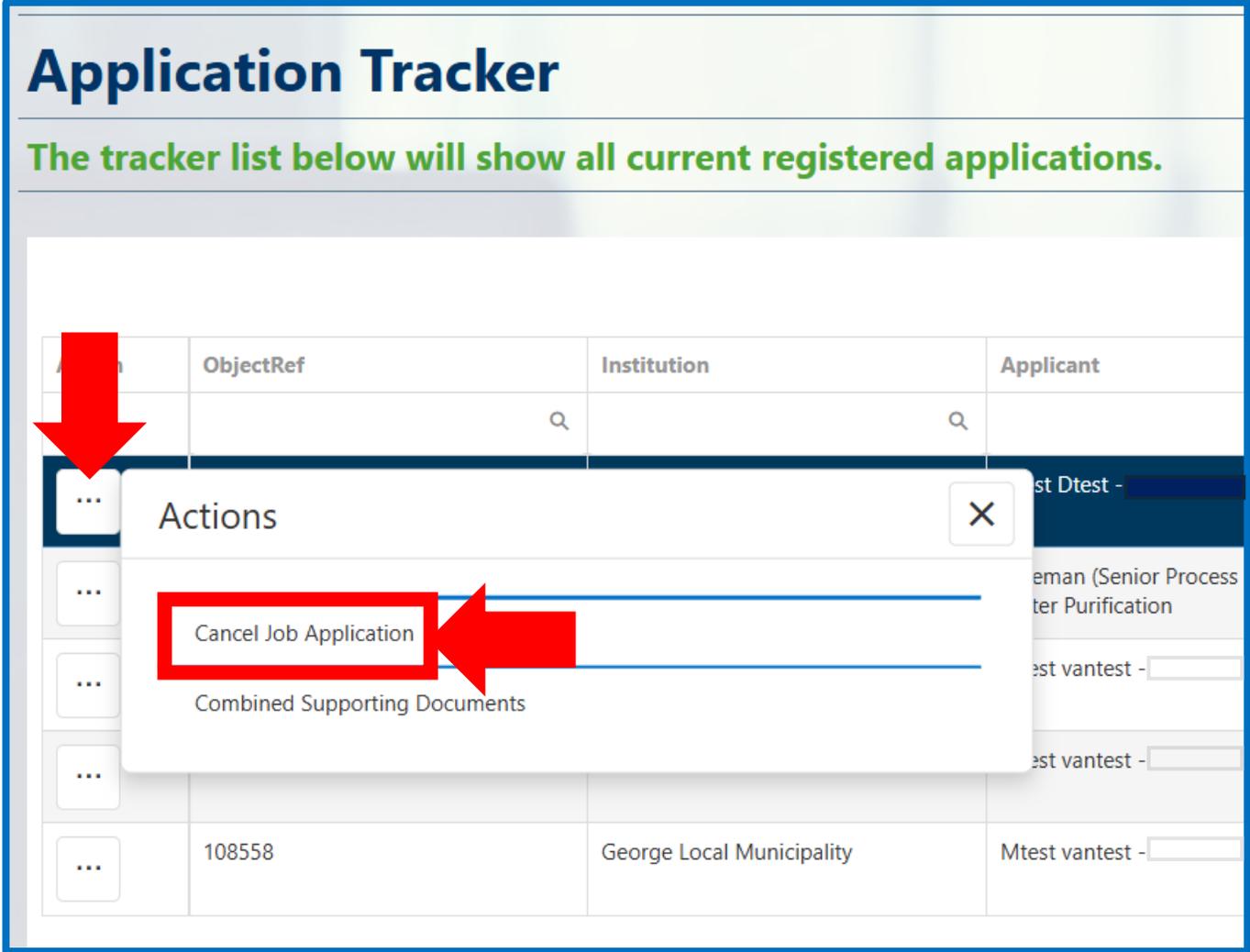
Application Tracker

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Application	ObjectRef	Institution	Applicant
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Actions

- Cancel Job Application
- Combined Supporting Documents



Select Yes and click on Submit

Cancel Job Application

ID Number	IDTest	/
Surname	Dtest	/
Full Names	test	/
Post Title	Vacancy Test	/

If you cancel this application, it will be deleted at the relevant municipality.

You may re-apply for this job application after it was cancelled.

Are you sure you want to cancel this job application? *

Thank you for your time!

