

# Vacancy sheet

<b>Date:</b>	<b>Reference:</b>			
<b>Job Title:</b>	<b>Salary:</b>			
<b>Client Name:</b>	<b>Contact:</b>			
<b>Possible Candidates:</b>	<b>Sourcing (DO ALL):</b>			<b>TICK</b>
	Office Colleagues <small>(ask all)</small>			
	Database <small>(do search)</small>			
	Personal lists			
	CV Databases			
	Network			
	Advertise			
	Mailshots			
	Lists			
	Adverts			
<b>Short List</b>	<b>Action</b>			
	CV sent	1 <sup>st</sup>	2 <sup>nd</sup>	
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