# Introduction

The following template should be tailored by the individual farm to best suit the operation’s needs.

*The template is not a legal document and is provided for educational purposes only. Farms are individually responsible for determining whether the template meets compliance requirements of their applicable local, state, or federal laws and regulations. National Milk Producers Federation and the National Dairy FARM Program are not responsible for the content of this template, and under no circumstances shall we have any liability to you for any loss or damage of any kind as a result of the use of the template or reliance on any information provided in the template. Once downloaded by an organization or an individual, this template and their content become the sole property and responsibility of the organization or individual.*

# Job Application Form Employer Comments

*Staple this sheet to any job application you receive to keep track of next steps.*

Application received on (date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application reviewed by (name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Follow-up

*Check all that apply*

* Reviewed application and declined to interview.
* Reviewed application and will call to schedule an interview
	+ Scheduled an interview for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (time)
* Interviewed the applicant but decided not to offer them the position. Notified the applicant of the decision on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).
* Offered the applicant the position on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date). Asked them to accept or reject the offer by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).
* Candidate rejected the job offer.
* Candidate accepted the job offer and will be starting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)