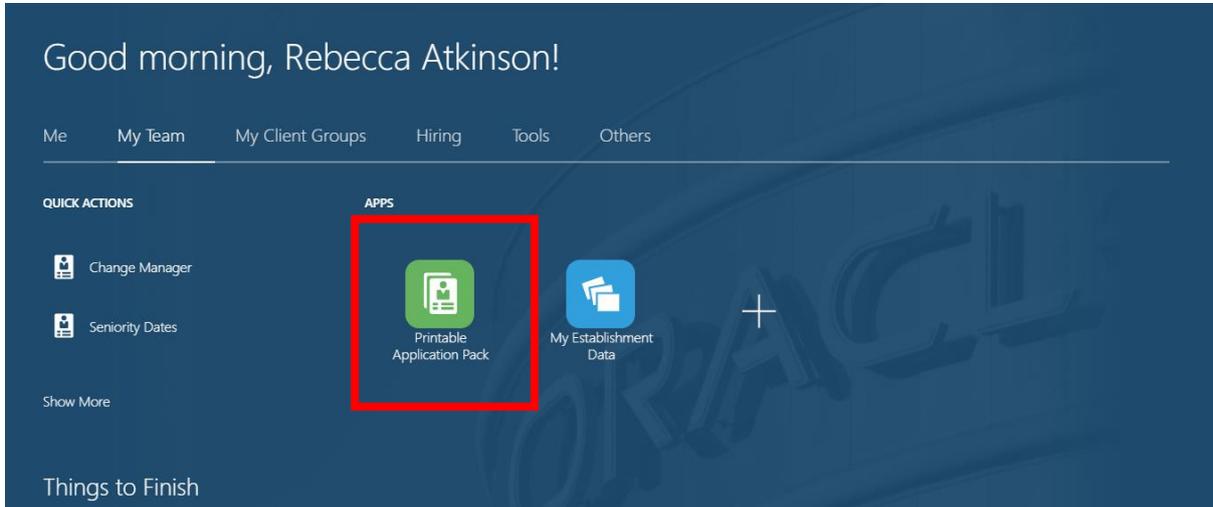


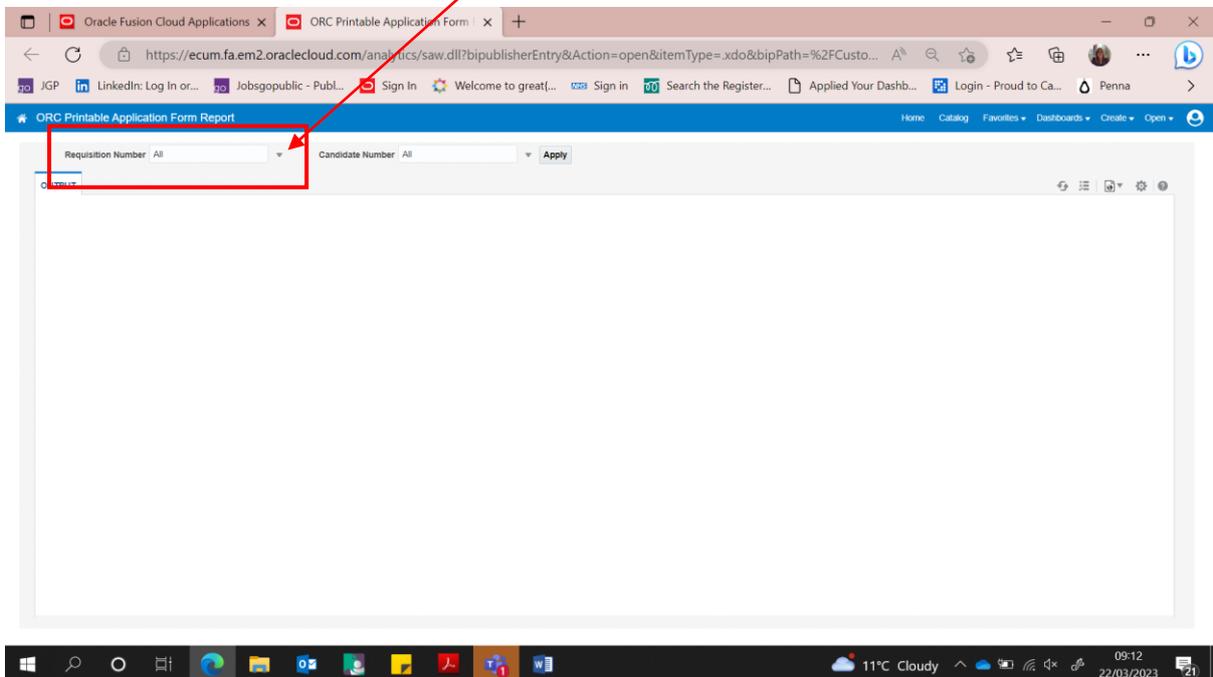
## Printable Application Pack Guide

Click on 'Printable Application Pack' as highlighted below:

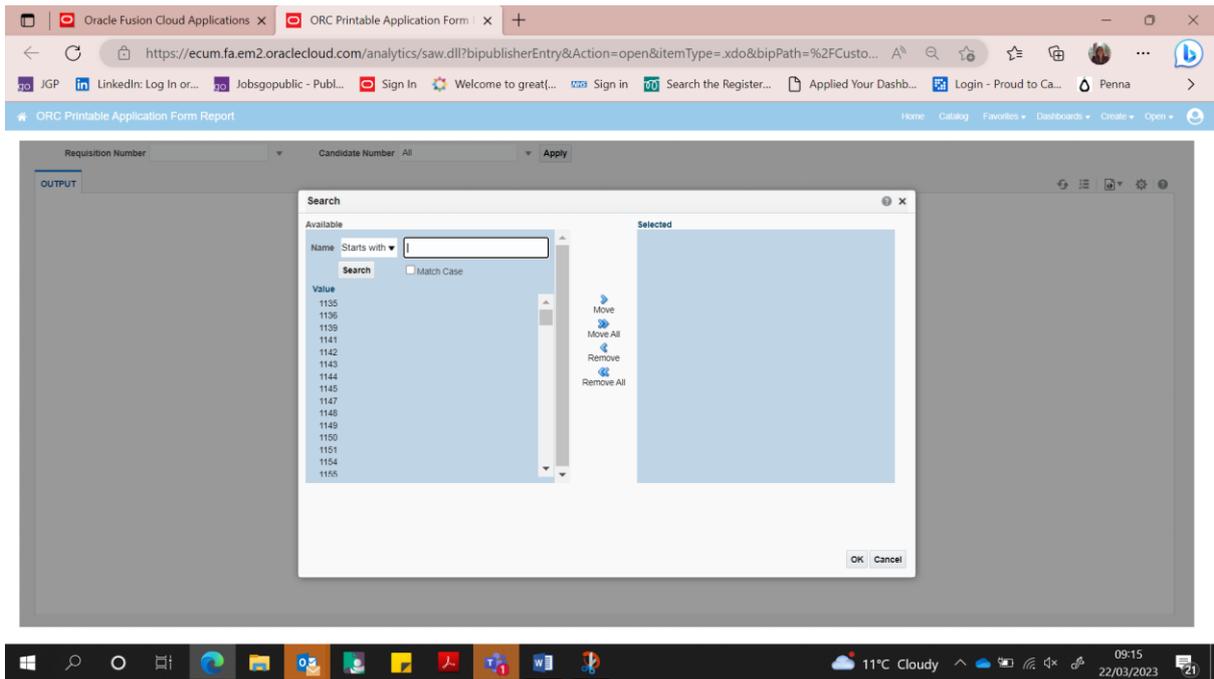


This will then open up 'ORC Printable Application Form Report'.

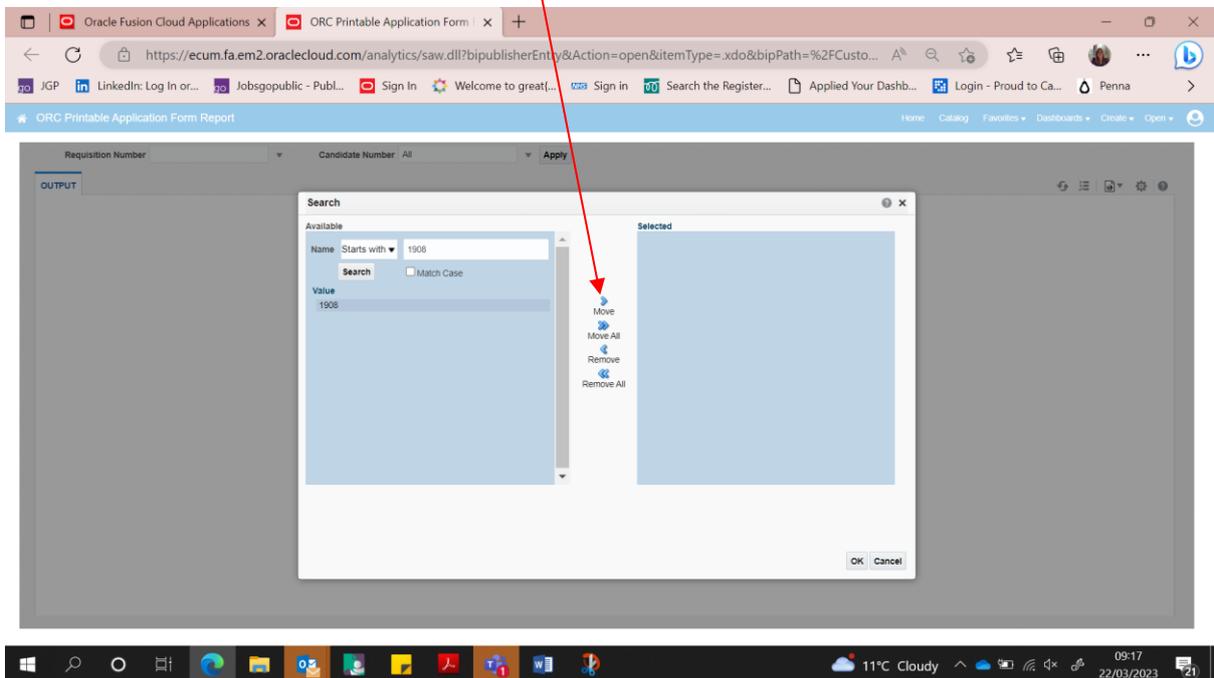
You will then need to click on the downward arrow next to 'Requisition Number', see below:



Untick 'All' and click 'Search'. You will see this screen:



Enter your 4 digit requisition number into the search bar and click 'Search'. You should now just see the 1 requisition. Highlight this and click 'Move':



This will move the requisition over to 'Selected' side. Click the requisition number and select 'OK'.

Click 'Apply' and this will bring up all the applications for that requisition.

To create a PDF, select 'View Report' icon and select PDF:

Requisition Number: 1908    Candidate Number: All    Apply

**\*\*\*\*\* Name(1296031) applied for job:  
Lead Practitioner - Service for Ageing  
and Mental Health (SAMH) (1908)**

Phase Anon Application Review	Source Medium Social media	Recruiter RebeccaAtkinson
State New Application	Source LinkedIn	Hiring Manager Afet Tabak
Creation Date 02/03/2023	Submission Type External Candidates	

**Personal Information**

Title	Last Name
First Name	Name
*****	Email Address
*****	*****
Address (line 1)	Phone Number
*****	*****
Address (line2)	Current Employment Status
*****	External Candidates
City	

Dropdown menu options: HTML, PDF, RTF, Excel (\*.xlsx), PowerPoint (\*.pptx)

Here you can either select 'Print' and save as PDF or click 'Download'