# Job Application Acknowledgement

The following letter template(s) should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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**[INSERT DATE]**

**PRIVATE AND CONFIDENTIAL**

**[NAME]**

**[STREET ADDRESS]**

**[SUBURB] [STATE] [POSTCODE]**

Dear **[NAME]**

**RE: Confirmation of receipt of your application for the role of [INSERT JOB TITLE].**  
  
Thank you for your confidential application which has been forwarded to the manager who is recruiting for the role. During the selection process we will keep you informed of the progress of your application.  
  
If you are invited for an interview, please be aware that we may ask you to verify your eligibility to work in this country, as well as any academic or professional qualifications detailed in your resume. Please feel free to bring verification documents to any initial interview.

In the meantime, if I can be of any further assistance please contact me at any time.

Yours sincerely

**[MANAGERS NAME]**

**[MANAGERS TITLE]**