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| **Documents:** |
| * 2 x Application Packs
	+ One PDF containing all applications in standard format
	+ One PDF containing all applications, with the start of each application bookmarked
* One Zip folder containing separate PDF files for each application
* One folder for ‘Applications and References’
	+ This contains a sub-folder for each applicant, which includes:
		- Their application as submitted via the HR system
		- Any references which have been sent to vacancies@maths.ox.ac.uk
* A shortlisting decision form
* A copy of the job description as published
* A copy of the RECDEP43 ‘Applicant Referee Details’ report, which contains the contact information for the applicant’s referees
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