様式第４号

求人管理簿

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| 受　付  年月日 | 求人事業者 | | | 求人数  （名） | 就労場所 | 雇用期間 | 賃金等 | 処理状況 | 備　考 |
|  | 所在地 | 連　絡  担当者 |
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様式第４号

求職管理簿

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| 受　付  年月日 | 氏名 | | | | 紹　介  年月日 | 求人事業者 | 就　職  年月日 | 備　考 |
|  | 生年月日 | 住　所 | 希望職種等 |
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