

0. Submissions

All applications to join WISE should be recorded in the '[Applications](#)' sheet. Each recruitment channel has their own tab, and the status of each application should be kept up-to-date in their respective tab.

Applicable to	HR team
Status	COMPLETE

Logging of submissions

Submissions to the '[Join the WISE family](#)' [Google Form](#) are automatically updated in the 'Applications' sheet '[WISE family](#)' tab. Click [here](#) for instructions on how to be notified by email for new form responses.

Information on all other submissions must be input manually into their respective tab.

Apps

-  Recruitment
-  hr_recruitment
-  hr@washinseasia.org
-  hr_zeles@washinseasia.org