


**Candidate Name:** \_\_\_\_\_

**Candidate Position:** \_\_\_\_\_

**Candidate Signature:** \_\_\_\_\_

**Client:** \_\_\_\_\_

This form is used by the host client to record details of a CK Recruitment candidate’s job, any changes to their job description and subsequent training provided. Every time a change is made (different from that for which the candidate was initially engaged), the client should record the details on this form and provide to CK Recruitment HR Team via email [terrie@ckrecruitment.com.au](mailto:terrie@ckrecruitment.com.au) OR fax (02) 4602 0487

Job and brief description of work	Date candidate began this work	Level of supervision provided		Type of training received (i.e. certificate, inhouse, external, ticket, show & tell)	Supervisor Signature
		Constant	Minimal		

**General Comments on Candidate’s Performance:**


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