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CK RECRUITMENT CANDIDATE INDUCTION AND TRAINING CHECKLIST

Candidate name:	Client name:
Start date:	Induction date:
Job title:	Supervisor:

Tick all the topics that were covered in the Induction and Training

PART A: INDUCTION

Area of Induction	Completed
Candidate has been introduced to their role within the company i.e. job description, responsibilities	
Emergency procedures have been explained	
Candidate is aware of emergency assembly points	
Candidate is aware of where first aid supplies are located and associated procedure	
Candidate has been provided with safe operating procedures and safety data sheets	
Hazard reporting procedures have been explained	
Candidate is aware of how/when to report a workplace incident	
Candidate has been provided with workplace policies and procedures	
Candidate is made aware of key personnel. i.e. First Aid Officer, Supervisor, Manager etc.	
Candidate is aware of work times, overtime, meal breaks etc.	
Candidate has been shown amenities. i.e. lunchroom, lockers, restrooms, smoking area etc.	
Candidate is aware of rules regarding mobile phone use, parking etc.	

PART B: TRAINING

Area of Training	Demonstrated Competency		
	YES	NO	N/A
Training in safe work procedures and use of equipment			
Using personal protective equipment (PPE)			
Performing manual handling task safely			
Specific job-related training – list below			

Supervisor (print name)	Signature:
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Candidate (print name)	Signature:
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Date:

By signing this form, I confirm that I have received and understood the induction and job training outlined above in this checklist.

Please fax this form back to terrie@ckrecruitment.com.au OR fax to 02 4602 0487