

NEXT CAREERS

EMPLOYEE / CANDIDATE INTAKE + NEXT CAREERS READY™

One Resume Template • Candidate Intake • 12-Point Verification • Deployment Readiness

Purpose: This single template is designed for candidates/workers to provide their employment profile and for Next Careers to complete the 12-point readiness verification before presenting or deploying a candidate to an employer.

Important: Candidates complete the information fields and declarations. Next Careers completes the verification fields. Employers provide role/site requirements and confirm placement information where applicable.

PART A — CANDIDATE / EMPLOYEE PROFILE

Field	Candidate Response	Tick / Notes
Full Legal Name		
Preferred Name		
Date of Birth	/ /	
Mobile		
Email		
Current Suburb / Postcode		
Preferred Work Location(s)		
Emergency Contact Name / Phone		Optional

PART B — WORK ELIGIBILITY & AVAILABILITY

Field	Candidate Response	Tick / Notes
Work Rights	☐ Australian Citizen ☐ Permanent Resident ☐ Visa Holder ☐ Other:	
Visa Type / Subclass (if applicable)		
Visa Expiry Date (if applicable)	/ /	
VEVO / Work Rights Evidence	☐ Available ☐ To be provided	Next Careers verifies
Preferred Employment Type	☐ Casual ☐ Part-time ☐ Full-time ☐ Contract ☐ Permanent	
Availability	☐ Immediate ☐ From: / /	
Shift Availability	☐ Day ☐ Evening ☐ Night ☐ Weekend ☐ Public Holiday	
Weekly Availability	hours / week	
Transport	☐ Own vehicle ☐ Public transport ☐ Other:	

PART C — PROFESSIONAL SUMMARY / ONE RESUME PROFILE

Professional Summary (3–5 lines):

PART D — EMPLOYMENT HISTORY

Employer / Business	Position	Dates	Key Duties / Skills
		-	
		-	
		-	

_____	_____	_____	_____
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PART E — QUALIFICATIONS, TRAINING & CERTIFICATES

Qualification / Certificate	Provider	Year	Evidence
_____	_____	_____	☐ Attached ☐ Pending
_____	_____	_____	☐ Attached ☐ Pending
_____	_____	_____	☐ Attached ☐ Pending
_____	_____	_____	☐ Attached ☐ Pending

PART F — TICKETS, LICENCES & CHECKS

Ticket / Licence	Number / Expiry	Evidence	Relevant Role
☐ RSA	_____	☐ Attached	_____
☐ Hygiene certificate	_____	☐ Attached	_____
☐ FSA certificate	_____	☐ Attached	_____
☐ White Card	_____	☐ Attached	_____
☐ First Aid / CPR	_____	☐ Attached	_____
☐ Forklift	_____	☐ Attached	_____
☐ Driver Licence	_____	☐ Attached	_____
☐ Other:	_____	☐ Attached	_____

PART G — SKILLS & ROLE PREFERENCES

Area	Candidate Response
Primary Industry	☐ Hospitality ☐ Construction & Trades ☐ Aged Care ☐ Other: _____
Preferred Role(s)	_____
Core Skills	_____
Equipment / Systems Experience	_____
Language Skills	_____
Training / Upskilling Needed	_____

PART H — NEXT CAREERS READY™ 12-POINT VERIFICATION

Every candidate proposed for deployment should pass all applicable verification points. Next Careers completes the verification record below and retains supporting evidence according to its approved procedures.

TIER 1 — COMPLIANCE & IDENTITY CHECK

#	Verification Point	Evidence / Verification Method	Status / Date / Initials
1	Identity Check — Photo ID & Address Validation	Photo ID: ☐ Checked ☐ Pending Address: ☐ Checked ☐ Pending	_____
2	Work Rights Verification — VEVO / Citizenship Check	☐ VEVO checked ☐ Citizenship/PR evidence ☐ Pending	_____
3	Visa Status Check — Work Hours & Condition Compliance	☐ Conditions reviewed ☐ Hours/conditions suitable ☐ Escalate	_____
4	Candidate Consent — Authorisation & Privacy Agreement	☐ Consent signed ☐ Privacy acknowledgement ☐ Pending	_____

TIER 2 — COMPETENCY & EXPERIENCE CHECK

#	Verification Point	Evidence / Verification Method	Status / Date / Initials
5	Qualification Check — Certified Degrees / TAFE Certificates	☐ Original sighted ☐ Certified copy ☐ Provider evidence ☐ Pending	_____
6	Practical Experience — Demonstrated Skills	☐ CV reviewed ☐ Practical assessment ☐ Work evidence ☐ Pending	_____
7	References Verified — Minimum 2 Direct Supervisor Checks	Ref 1: ☐ Verified Ref 2: ☐ Verified ☐ Pending	_____

8	Employability Review — Professional Conduct & Reliability	☐ Interview ☐ Communication ☐ Reliability ☐ Presentation	_____
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TIER 3 — DEPLOYMENT READINESS CHECK

#	Verification Point	Evidence / Verification Method	Status / Date / Initials
9	Tickets & Licences — White Card, RSA, First Aid, Forklift, etc.	☐ Checked ☐ Current ☐ Not applicable ☐ Pending	_____
10	Skills Gap & Upskilling — Pre-placement Training Alignment	☐ No gap ☐ Training required ☐ Completed ☐ Pending	_____
11	Shift Availability — Confirmed Live Roster Readiness	☐ Confirmed with candidate ☐ Roster matched ☐ Pending	_____
12	Employer Match — Cultural & Site-Specific Requirement Check	☐ Role matched ☐ Site requirements matched ☐ Employer approved	_____

NEXT CAREERS READY™ STATUS: ☐ READY FOR PLACEMENT ☐ CONDITIONAL / ACTION REQUIRED ☐ NOT READY
☐ ON HOLD

Internal rule: Only an authorised Next Careers staff member should change the candidate status to READY FOR PLACEMENT.

PART I — EMPLOYER / ROLE & SITE COMPLIANCE MATCH

This section is completed by the employer or Next Careers based on verified employer information. It confirms that the candidate is being matched to a defined role and workplace requirement.

Employer Requirement	Response / Tick	Verified
Employer / Business Name	_____	☐
Role / Position	_____	☐
Worksite / Suburb / Postcode	_____	☐
Number of Workers Required	_____	☐
Start Date	____ / ____ / ____	☐
Engagement Type	☐ Labour Hire ☐ Recruitment ☐ Train-to-Place	☐
Shift Pattern	☐ Day ☐ Night ☐ Weekend ☐ Casual ☐ Other: _____	☐
Required Qualifications / Tickets	_____	☐
PPE / WHS / Site Induction Requirements	_____	☐
Role Duties / Special Requirements	_____	☐
Award / Classification / Pay Information	_____	☐

PART J — EMPLOYER COMPLIANCE CONFIRMATION FOR ENGAGEMENT

Employer Check	Employer Confirmation	Next Careers Check
Business identity / ABN	☐ Information supplied is accurate	☐ Verified ☐ Pending
Authorised representative	☐ I am authorised to engage Next Careers	☐ Verified ☐ Pending
Worksite details	☐ Site information supplied	☐ Verified ☐ Pending
Workers' compensation / WorkCover	☐ Evidence supplied where applicable	☐ Verified ☐ Pending
Public liability insurance	☐ Evidence supplied where applicable	☐ Verified ☐ Pending
WHS / site safety requirements	☐ Requirements supplied	☐ Reviewed ☐ Pending
Relevant licences / registrations	☐ Supplied where applicable	☐ Verified ☐ Pending
Award / classification information	☐ Supplied where applicable	☐ Reviewed ☐ Pending
Timesheet / approval contact	☐ Contact supplied	☐ Recorded
Billing / accounts payable details	☐ Supplied	☐ Verified

PART K — CANDIDATE CONSENT & DECLARATION

I confirm that the information I have provided is true and complete to the best of my knowledge. I authorise Next Careers, where reasonably necessary for legitimate recruitment, labour-hire, training, placement, compliance and administration purposes, to verify the information and supporting documents I provide, including work-rights/visa information and references. I understand that inaccurate, incomplete or misleading information may affect my eligibility for placement.

- ☐ I consent to Next Careers contacting my nominated referees for employment verification.
- ☐ I consent to verification of qualifications, licences and tickets relevant to roles for which I am considered.
- ☐ I acknowledge that work-rights/visa information may be checked through the appropriate verification process.
- ☐ I acknowledge that my information may be shared with a prospective employer where reasonably necessary for recruitment/placement and with appropriate consent.

Declaration	Response
Candidate Name	
Signature	
Date	/ /
Next Careers Staff Member	
Verification Completed Date	/ /

PART L — DOCUMENT UPLOAD / ATTACHMENT CHECKLIST

- ☐ Current resume / CV
- ☐ Photo ID
- ☐ Address evidence where required
- ☐ Work-rights / VEVO evidence or citizenship/PR evidence
- ☐ Visa grant / relevant visa evidence where applicable
- ☐ Qualification certificates / statements of attainment
- ☐ Employment evidence where required
- ☐ Reference details — minimum 2 direct supervisors
- ☐ RSA / White Card / First Aid / Forklift / other relevant tickets
- ☐ Skills assessment / practical assessment record where applicable
- ☐ Training / upskilling completion evidence
- ☐ Candidate consent / privacy acknowledgement
- ☐ Other: _____

PART M — INTERNAL DEPLOYMENT CONTROL TEAM-(DO NOT COMPLETE BY EMPLOYEE)

Control	Status	Notes
All 12 verification points completed	☐ Yes ☐ No	
Evidence securely recorded	☐ Yes ☐ No	
Employer requirements matched	☐ Yes ☐ No	
Candidate consent recorded	☐ Yes ☐ No	
Ready for placement authorised by	_____	
CRM status	☐ Registered ☐ Verification ☐ Ready ☐ Placed ☐ On Hold ☐ Archived	

Placement date	/ /	
Employer notified / candidate presented	☐ Yes ☐ No	

COMPLIANCE BANNER — WEBSITE / EMPLOYER UI



Candidate verification • Employer matching • Deployment readiness

Victorian Labour Hire Authority (LHA) Licensed | WorkCover Insured | WHS Compliant

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