**Name**

[Email] | [Phone number]

[(Current!!) Address]

**QUALIFICATIONS AND TRAINING** (examples included below)

|  |  |
| --- | --- |
| **Qualification** | **Expiry date** |
| HR Licence | e.g. September 2019 |
| Working at Heights | e.g. May 2021 |
| Confined Spaces | e.g. February 2020 |
| Certificate II Drilling | N/A |
| [Site-specific Inductions etc] |  |

**FITNESS**

**Most recent pre-employment medical:** Month/Year

**Height and weight:** (for weight restrictions on planes)

**Fitness regime:** (gym/footy/netball/basketball etc.)

**WORK HISTORY**

**[Month/Year Start – Month/Year End]**

**[Position] - [Name of Company]**

**Duties** *(some prompts below on what you should include)*

* Detail the daily tasks
* Did you work as a stand-alone or as part of a team, what size was the team?
* What ‘materials’ did you work with – 20kg concrete block/fibre cable/ 4-metre scaffolding poles?
* Which tools/plant did you operate – hand power tools/forklift/truck/overhead crane?
* Daily or weekly targets - and were these achieved?

**Reason for leaving:** (e.g. moved to WA / contract ended / made redundant)

**(Repeat the above for every job you have had in the last 10 years)**

[Insert National Police check here]

(Make it the last page!)

Link to police check:

<https://cvcheck.com/?gclid=EAIaIQobChMIyJGh-6TZ2AIVlg4rCh3ZswSXEAAYASAAEgLi5vD_BwE>