HEAD START RECRUITMENT

LICENCE & CERTIFICATION

Checklist for Job Seekers in Australia

CONSTRUCTION

- [ ] White Card
- [ ] Working at Heights
- [ ] Confined Space
- [ ] Traffic Control
- [ ] First Aid Certificate
- [ ] Driver's Licence

Possible role:

- Construction Labourer
- General Labourer
- Site Worker
- Trades Assistant

DRIVING & TRANSPORT

- [ ] Driver's Licence (C Class)
- [ ] LR Licence
- [ ] MR Licence
- [ ] HR Licence
- [ ] HC / MC Licence

Possible role:

- Delivery Driver
- Truck Driver
- Transport Operator

WAREHOUSE & LOGISTICS

- [ ] Forklift Licence (LF)
- [ ] Driver's Licence
- [ ] Order Picking Forklift Licence (LO)

Possible role:

- Warehouse Worker
- Pick Packer
- Storeperson
- Forklift Operator

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LICENCE & CERTIFICATION

Checklist for Job Seekers in Australia

OFFICE / ADMINISTRATION

- [ ] Microsoft Office
- [ ] Google Workspace
- [ ] Xero / MYOB
- [ ] CRM systems

Possible role:

- Receptionist
- Admin Assistant
- Office Coordinator

HOSPITALITY

- [ ] RSA
- [ ] Food Safety Certificate
- [ ] Barista Training
- [ ] RSG

Possible role:

- Barista
- Waiter
- Bartender
- Kitchen Hand

CLEANING

- [ ] Police Check (sometimes required)
- [ ] Working With Children Check (for schools or childcare facilities)

Possible role:

- Cleaner
- Commercial Cleaner
- Housekeeper