



Application For Employment

Confidential

Personal Information

Surname _____ First Name _____

Address (Residential) _____

Telephone (Home) _____ Mobile _____

Email Address _____

Date of Birth _____ Licence Class _____

Driver's Licence No. _____ Expiry Date _____

Driver Authority No. _____ Expiry Date _____

Next of Kin _____

Employment History

Last or Present Position

Employers Name _____

Address _____

Position Held _____ From _____ to _____

Reason For Leaving _____

Key Duties & Responsibilities _____

Employment History Cont'd

Previous Position

Employers Name _____

Address _____

Position Held _____ From _____ to _____

Reason For Leaving _____

Key Duties & Responsibilities _____

Is there any other organisation where you have worked for three years or more?

Employers Name _____

Address _____

Position Held _____ From _____ to _____

Reason For Leaving _____

Key Duties & Responsibilities _____

Are there any other details you consider relevant to the position you are applying for?

Are there any other circumstances which might adversely affect your long term employment with this organisation? Please give details. _____

Referee's (Please put name, position and phone number)

General Information

- Have you ever worked for another bus company? Yes/No

If yes, where? ----- from ----- to -----

- Do you have any marks against your licence? Yes/No

Offence/s date/s -----

- Have you had any drink driving charges? Yes/No

Date of charge -----

- Do you have any trade qualifications? Yes/No

- Have you completed any training courses? Yes/No

Details -----

-Are you prepared to undergo a medical examination at this Company's expense? Yes/No

-Are you prepared to undergo an aptitude test? Yes/No

-Have you any objections to your previous employers being contacted regarding your employment record with them? Yes/No

Should I be accepted as an employee:

1. I agree to abide by the terms of employment issued to me.
2. I acknowledge that my first three months service with the company will be a period of probation, at the completion of which I will be considered by management of the company for permanent employment.
3. I give my permission for a request of my licence status to be lodged with the Roads and Traffic Authority.
4. I give permission for a Criminal Name Index (C.N.I.) check to be undertaken by Transport NSW when applying for a Driver Authority.
5. I am aware that smoking is not permitted under any circumstances in public passenger vehicles or on company property.
6. I agree to random Drug and Breath testing being conducted by the company. I am aware that the legal limit for driving a bus is 0.02.
7. I am aware that if a positive reading is returned from a Drug or Breath test, that my employment will be terminated immediately.
8. I give my permission for a Working With Children Check to be undertaken by The Employment Screening Unit of the Department of Education and Training.
9. I agree to notify the company of any secondary employment (including Voluntary work).
10. I agree to supply an RTA printout of my licence history.
11. I declare this information to be correct to the best of my knowledge and accept as a condition of my employment, that any incorrect or misleading statements in this application may lead to my instant dismissal.

Applicant's Signature: _____ Date _____