

EMPLOYMENT APPLICATION FORM



EMPLOYMENT APPLICATION FORM (All Staff)

ABOUT BUSWAYS

Busways is one of Australia's largest private bus operators with currently more than 1500 employees, operating more than 650 buses in NSW. Our main Support Office is located in Pymble and our bus depots are spread from Penrith located in Western Sydney to Yamba on the NSW North Coast.

APPRENTICES & TRAINEES

Apprentices & Trainees will be provided with relevant instruction and practical experience. This will be supplemented by formal training delivered by a Registered Training Organisation that provides staff with a nationally recognized qualification.

BUS DRIVERS

Bus Drivers are our front line representatives, playing a vital service role. You must give quality customer service, drive buses safely and operate to Busways' standards. Busways provides training based on your level of experience to enable you to meet our driving and other standards. The position involves shift work which can include early morning, late night and weekend shifts. All bus drivers commence employment as casual.

BUS DRIVERS: SELECTION CRITERIA

Essential

- A current MR driver's licence (minimum)
- Current NSW Bus Driver Authority or in the process of securing
- Valid WWC background check
- A very good driving history. The RMS printout provided will be checked.
- Ability to work shift work including; broken shifts, weekends and public holidays.
- Must be an Australian citizen, hold permanent residency status or hold a visa that entitles you to legally work in Australia.

Desirable

- Experience in the bus and/or transport industry.
- Experience in driving heavy vehicles.

BUS DRIVERS: REQUIRED SKILLS

Key Attributes and Skills

- Ability to provide a high level of customer service to all our customers.
- Ability to work in a diverse and dynamic team environment.
- Display good interpersonal skills.
- Perform simple mathematical calculations of addition and subtraction that enables you to calculate fares and provide customers with correct change.
- Ability to read timetables and follow directions on maps and schedules.
- Understand safety regulations and responsibilities of a bus driver and be able to competently perform your job in a safe and efficient manner.

APPLICATION PROCESS

Your application will be assessed in line with predetermined job-related standards and will be compared against our above mentioned selection criteria to determine an outcome. If your application meets the selection criteria, your application will be processed onto the next stage. If your application has not met our selection criteria and you are not successful you will be notified in writing.

PERSONAL INFORMATION

All Applicants

Mr Mrs Miss Ms

D.O.B: _____

Given Names: _____ Surname: _____

Phone(Home): _____ Phone(Mobile): _____

Address: _____ Suburb: _____

Post Code: _____ Email: _____

POSITION DETAILS*Note: All Bus Drivers commence as casual*

All Applicants

AVAILABILITY	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	Please note: All bus drivers commence as casual		
POSITION	<input type="checkbox"/> Bus Driver	<input type="checkbox"/> Mechanic	<input type="checkbox"/> Apprentice	<input type="checkbox"/> Cleaner	<input type="checkbox"/> Other (Specify)	
LOCATION	<input type="checkbox"/> Bulahdelah	<input type="checkbox"/> Coffs Harbour	<input type="checkbox"/> Glendenning	<input type="checkbox"/> Grafton	<input type="checkbox"/> Heatherbrae	<input type="checkbox"/> Kempsey
	<input type="checkbox"/> Kincumber	<input type="checkbox"/> Laurieton	<input type="checkbox"/> Macksville	<input type="checkbox"/> Mulgrave	<input type="checkbox"/> Penrith	<input type="checkbox"/> Port Macquarie
	<input type="checkbox"/> Pymble (Admin)	<input type="checkbox"/> Raleigh	<input type="checkbox"/> Wauchope	<input type="checkbox"/> Woongarra	<input type="checkbox"/> Yamba	

TRADE QUALIFICATIONS, EDUCATION & TRAINING

All Applicants

PLEASE OUTLINE ALL OF YOUR EDUCATIONAL AND TRADE QUALIFICATIONS IN THIS SECTION

Qualification	Level Achieved	Date Completed

PREVIOUS EMPLOYMENT

All Applicants

PLEASE LIST YOUR EMPLOYMENT OVER THE PAST 15 YEARS (IF APPLICABLE) STARTING WITH THE MOST RECENT

EMPLOYER	DATES OF EMPLOYMENT	TYPE OF WORK	REASON FOR LEAVING
	/ / TO / /		
	/ / TO / /		
	/ / TO / /		
	/ / TO / /		

PREVIOUS EMPLOYMENT WITH BUSWAYS:

Have you previously been employed or applied for a position at Busways? (If yes, please provide details including; dates, position and depot) Yes No

EMPLOYMENT

All Applicants

1. Are you an Australian citizen or permanent resident? Yes No

IF YOU ANSWERED 'YES' TO THE ABOVE QUESTION, PROCEED TO QUESTION 3.

2. Do you hold a visa that legally entitles you to work in Australia? (PLEASE PROVIDE DOCUMENTATION). Yes No

3. In the last ten years have you been convicted of any criminal offences? (IF YOU ANSWERED 'YES', PLEASE PROVIDE DETAILS) Yes No

4. Are there any criminal convictions pending against you in NSW or elsewhere? (IF YOU ANSWERED 'YES' TO THIS QUESTION PLEASE PROVIDE DETAILS) Yes No

PLEASE LIST AT LEAST TWO WORK RELATED CONTACTABLE REFERENCES

Employer	Position
Name of Referee	Referee Phone No.
Employer	Position
Name of Referee	Referee Phone No.
Employer	Position
Name of Referee	Referee Phone No.

LICENCES

Do you currently hold an Australian driver’s licence? Yes No

IF YOU ANSWERED ‘NO’ TO THE ABOVE QUESTION, PROCEED TO THE HEALTH SECTION ON PAGE 6.

DRIVERS LICENCE INFORMATION:

Licence Number: _____ Expiry Date: _____

- Class: C-Car HR-Heavy Rigid
 LR-Light Rigid HC-Heavy Combination
 MR-Medium Rigid MC-Multi Combination

PLEASE PROVIDE A COPY OF YOUR LICENCE (BACK & FRONT).

DRIVER AUTHORITY INFORMATION: (Please provide a copy of your DA)

Bus Driver Authority Number: _____ Years Held: _____

WORKING WITH CHILDREN CHECK:

WWC Check Number: _____ Expiry Date: _____

TRADE QUALIFICATION:

MVRIA Number: _____ Expiry Date: _____

PLEASE PROVIDE A COPY OF YOUR LICENCES, DRIVER AUTHORITY AND DRIVING HISTORY THAT IS NO MORE THAN 4 WEEKS OLD.

PLEASE NOTE:- WWC NUMBER MUST END WITH AN “E” TO BE ELIGIBLE FOR EMPLOYMENT WITH BUSWAYS.

LICENCES

Please fill out this section if you hold any of the licences listed below and provide details of any other licences that you may hold.

IF YOU ARE NOT MAINTENANCE STAFF, PLEASE PROCEED TO THE NEXT SECTION ON PAGE 5

1. Air Conditioning Licence:

Licence Number: _____ Years held: _____ Expiry Date: _____

2. Forklift Licence:

Licence Number: _____ Years held: _____ Expiry Date: _____

3. Other Licence:

Type: _____ Licence #: _____ Years held: _____ Expiry Date: _____

Type: _____ Licence #: _____ Years held: _____ Expiry Date: _____

Type: _____ Licence #: _____ Years held: _____ Expiry Date: _____

PLEASE OUTLINE ALL HEAVY VEHICLE DRIVING (BUS AND TRUCK) EXPERIENCE.

Employer Name: _____ Start Date: _____

Type and Size of Vehicle: _____ Length (in years): _____

Employer Name: _____ Start Date: _____

Type and Size of Vehicle: _____ Length (in years): _____

Employer Name: _____ Start Date: _____

Type and Size of Vehicle: _____ Length (in years): _____

PLEASE OUTLINE ANY REPORTABLE ACCIDENTS YOU HAVE HAD IN THE PAST 5 YEARS

Dates & Details of Accident/s: _____

HEALTH

All Applicants

IF YOU ANSWER 'YES' TO ANY OF THE QUESTIONS BELOW PLEASE PROVIDE DETAILS AND LIST ANY RELEVANT MEDICATIONS

In order to be a Transport Safety Worker, Busways has specific physical inherent requirements that must be met. As part of the selection process, there will be a Medical Assessment (carried out by a qualified practicing physician), and in some cases, a practical assessment may also be required. These assessments are used to determine each applicant's suitability to perform their duties. The following information concerning key physical criteria is needed to help us identify any issues that may need to be followed up at a later stage and also provide applicants with a better understanding of the physical job requirements.

1. Have you ever suffered from a serious medical condition e.g a heart attack, stroke or back injury? Yes No

2. Do you have a pre-existing medical condition or injury that is likely to become aggravated or affect your ability to work? Yes No

3. Do you have any literacy difficulties that may hinder you from writing simple reports for accidents and defects? Yes No

4. Do you have any medical conditions that may affect your mental alertness or may have the ability to affect your work? Yes No

5. Do you have any problems with your hearing, speech or eyesight? Yes No

6. Drug screening is a mandatory component. Do you have any objections to a drug screening test which may be undertaken during your employment at Busways? Yes No

7. Have you ever made a claim for workers compensation benefits? If 'yes' please provide details of all prior claims. Yes No
Date: _____ Date: _____
Nature of the Injury: _____ Nature of the Injury: _____
Insurer: _____ Insurer: _____

HEALTH

Bus Driver Applicants

8. Do you have any physical restrictions that may prevent or restrict you from rotating your back, neck, upper limbs, shoulders or lower back? Yes No

9. Have you previously had any problems with maintaining a seated position for lengthy periods? Yes No

10. Do you have any difficulties exerting and maintaining constant accelerator / brake pressure? Yes No
-
11. Have you ever been diagnosed with a sleeping disorder such as; sleep apnea? Yes No
-
12. The bus driver seats have a weight bearing limitation. What is your current weight?

APPLICANT AGREEMENT

All Applicants

IT IS AGREED BY THE APPLICANT THAT:-

1. I give permission for Busways to obtain information about my driving record, criminal report, Australian work rights and previous work history.
2. By submitting this application, you understand and accept that Busways will use CCTV cameras on Company vehicles and premises at all times. These cameras will be openly visible, and are to be used for passenger and staff safety the monitoring of driver conduct.
3. No action will be taken against Busways or any other party for damages on account of requesting or supplying such information.
4. The applicant will complete additional tests as Busways requires. These tests could include medical, drug and/or aptitude tests.
5. Employment is subject to an ongoing "Working with Children" number check, in accordance with the Child Protection Regulation 2013.
6. Employment is subject to the results of a Medical Examination, in accordance with the Passenger Transport Act.
7. As a condition of employment, the applicant will undertake all necessary Busways Training.
8. If offered employment as a Casual Employee, the applicant will be allocated work as necessary with no guarantee of hours available per week.
9. If offered employment, a six month qualifying period will apply and employment may be terminated without notice during this period.
10. If offered employment, such additional information will be supplied by the applicant to enable employment files to be completed. (i.e. payroll details)
11. If offered employment, the applicant will inform Busways immediately if the applicant's driver's licence or driver authority is suspended / cancelled or if their WWC status changes.
12. If offered employment, the applicant agrees to keep Busways informed of all secondary employment including the driving of heavy vehicles for other companies.
13. If offered employment, the applicant will act in accordance with all Busways' policies and procedures.
14. Terms and conditions of employment will generally be governed by the applicable Award or a ratified Enterprise Agreement.
15. It is understood that any misrepresentation by me on this application will be sufficient cause for the cancellation of this application or summary dismissal after employment.
16. I hereby certify that the information supplied is true and complete to the best of my knowledge.

Signature: _____

Date: _____

APPLICANTS CHECKLIST

All Applicants

1. Have you completed all the questions? Yes No
2. Have you provided the following information/documentation;
 - a) Driver Applicants:
 - i. Have you filled in your WWC number on page 4? Yes No
 - ii. Copy of your Drivers Authority (front and back) Yes No
 - iii. Your RMS history no more than 4 weeks old Yes No
 - b) Mechanics
 - i. Copy of your MVRIA (front and back) Yes No
 - ii. Copy of any other licences listed on your application Yes No
 - c) All Applicants
 - i. An Australia Birth Certificate, Passport or Citizenship Certificate Yes No
 - ii. Copy of your driver's licence (front and back) Yes No
 - iii. Any academic transcripts e.g. Certificates, Diplomas, Degrees Yes No
3. Have you read and signed the above applicant agreement? Yes No
4. Have you read & understood all the questions in this application form and the requirements of the position including drug & alcohol responsibilities under the Passenger Transport Act 1990 & Work Health & Safety Act 2011? Yes No

LODGEMENT OF APPLICATION:

After fully completing this application form and attaching all necessary documents (as listed in Point 2 above) please:

1. Drop the Application form and necessary attachments into your nearest depot; or
2. Email your application with necessary attachments to: recruitment@busways.com.au; or
3. Post your application with the necessary attachments to head office: **Locked Bag 1015, GORDON NSW, 2072.**

FURTHER INFORMATION

Bus Drivers

All new bus drivers that commence employment with Busways are employed on a casual basis through the recruitment process outlined above. If they are successful they will undertake an extensive induction program over their first three weeks of employment teaching them all aspects of the role. The induction program includes but is not limited to;

- Customer service training
- Route and map training
- Training on all facets of the requirements and responsibilities involved in being a bus driver

All new bus drivers must complete a three month probationary period with regular assessments and feedback sessions to ensure the employee has all the required tools and training to become an asset to the Busways team.

DRUG & ALCOHOL RESPONSIBILITIES

Under The Passenger Transport Act 1990 & Work Health and Safety Act 2011, all Transport Safety Workers are required to have a zero blood alcohol content (regarded as less than 0.02mg/ml)

Transport Safety Employee

The Passenger Transport Act defines a Transport Safety Employee as: an employee or contractor of an accredited service operator who performs transport safety work; an individual who is an accredited service operator and who performs transport safety work. Transport Safety Employees at Busways therefore include senior management; those working with the movement of buses; those working on or about the maintenance of buses or any Busways infrastructure (including contractors and consultants); and those involved in the development, management or monitoring of safe working systems. Employees must:

- Report for work free from the influence of alcohol and other drugs.
- Not use or keep any alcohol or any alcoholic substance at work or at any Busways location whilst on duty or whilst on an authorised break.
- Be aware of the Blood Alcohol Concentration limits that apply to their position and be free from the influence of drugs whilst at work, as required by relevant legislation.
- Check with their doctor if taking prescription medicine to be sure that they are medically fit and are not impaired by any medication that will affect their ability to work safely in their current job.
- Not use, keep or sell any illegal drugs at work or at any Busways location.

All Busways employees are Transport Safety Workers. Busways' Drug and Alcohol policy and procedure is absolutely clear: you must not be affected by alcohol or any other drug while you are doing your work. Drinking or taking drugs before you work can make you dangerous to yourself and others who depend on you.