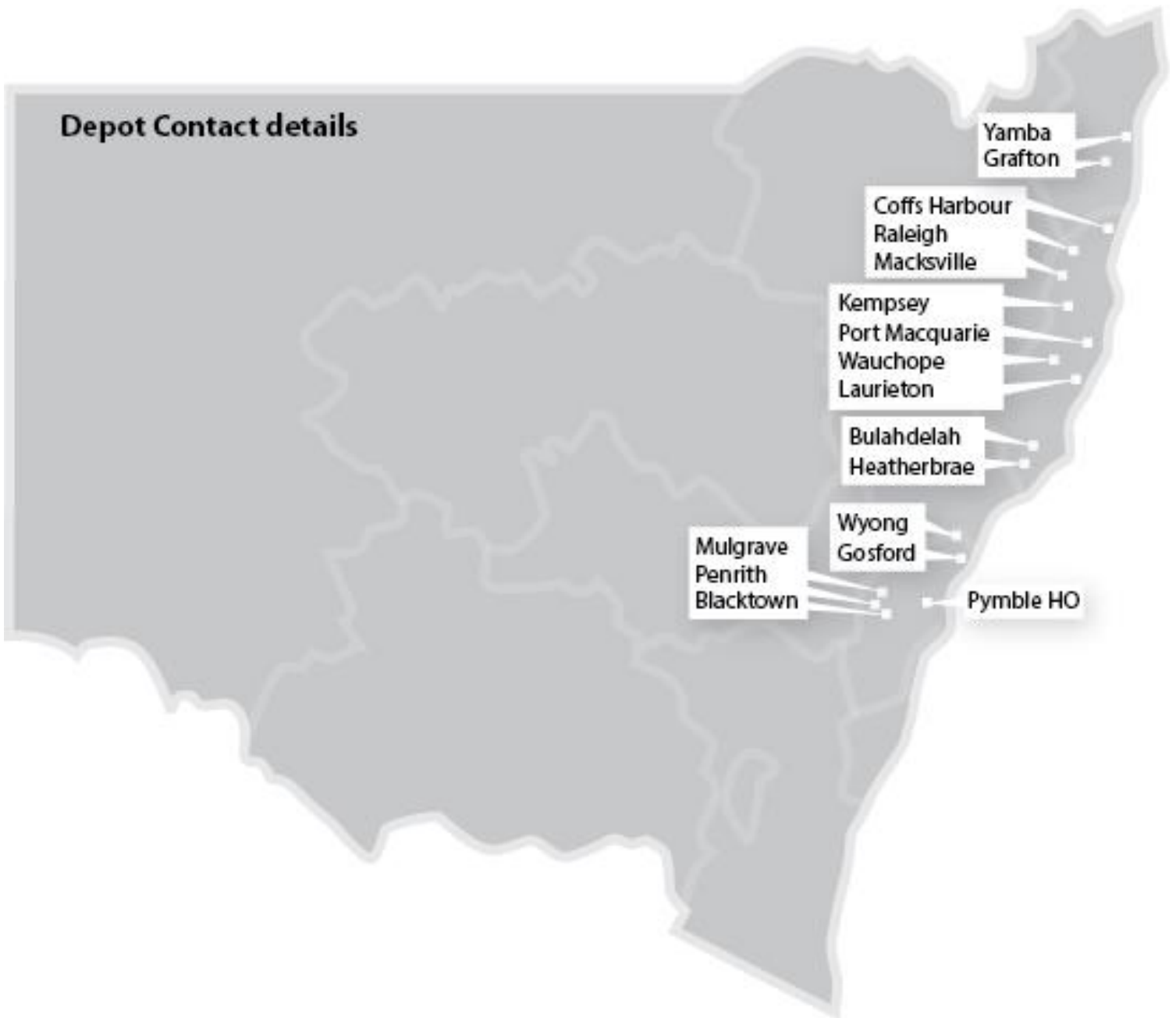


# EMPLOYMENT APPLICATION FORM



# EMPLOYMENT APPLICATION FORM (All Staff)

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## **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 Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
 Phone(Home): \_\_\_\_\_ Phone(Mobile): \_\_\_\_\_  
 Address: \_\_\_\_\_ Suburb: \_\_\_\_\_  
 Post Code: \_\_\_\_\_ Email: \_\_\_\_\_

How did you hear about Busways vacancies?

<b>ADVERTISEMENT</b>	<input type="checkbox"/> Seek Advertisement	<input type="checkbox"/> Local Newspaper	<input type="checkbox"/> In-bus Posters	<input type="checkbox"/> Community Noticeboard
	<input type="checkbox"/> Daily Telegraph	<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Banners	<input type="checkbox"/> External Bus Advertising
	<input type="checkbox"/> Other ( <i>Specify</i> ) _____			

**POSITION DETAILS**

*Note: All Bus Drivers commence as casual*

**All Applicants**

<b>AVAILABILITY</b>	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	<b>Please note: All bus drivers commence as casual</b>		
<b>POSITION</b>	<input type="checkbox"/> Bus Driver	<input type="checkbox"/> Mechanic	<input type="checkbox"/> Apprentice	<input type="checkbox"/> Cleaner	<input type="checkbox"/> Other _____	
<b>LOCATION</b>	<input type="checkbox"/> Bulahdelah	<input type="checkbox"/> Coffs Harbour	<input type="checkbox"/> Blacktown	<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 ( <i>Admin</i> )	<input type="checkbox"/> Raleigh	<input type="checkbox"/> Wauchope	<input type="checkbox"/> Wyong	<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
	FROM: TO:		
	FROM: TO:		
	FROM: TO:		
	FROM: TO:		

**PREVIOUS EMPLOYMENT WITH BUSWAYS:**

Have you ever previously applied for a position at Busways? (Provide details; dates, position & depot)  Yes  No

Have you ever previously been employed at Busways? (Provide details; dates, position & 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
- 

**REFERENCES****All Applicants****PLEASE LIST AT LEAST TWO WORK RELATED REFERENCES FOR A SUPERVISOR / MANAGER**

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

**LICENCES****All Applicants**

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

Licence Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

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

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

Do you currently hold a NSW Bus Driver Authority?  Yes  No

**IF YOU ANSWERED 'NO' TO THE ABOVE QUESTION, PROCEED TO THE WORKING WITH CHILDREN SECTION BELOW.**

Bus Driver Authority Number: \_\_\_\_\_ Years Held: \_\_\_\_\_

**WORKING WITH CHILDREN CHECK:**

Do you currently hold a Working with Children Check?  Yes  No

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

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

## Workshop Applicants

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: \_\_\_\_\_

## DRIVING EXPERIENCE

## Bus Driver Applicants

**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 AT FAULT 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. Are you currently being treated for any illness or injury?  Yes  No

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

6. Do you have any problems with your hearing, speech or eyesight?  Yes  No
- 
7. 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
- 
8. 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

9. 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
- 
10. Have you previously had any problems with maintaining a seated position for lengthy periods?  Yes  No
- 
11. Do you have any difficulties exerting and maintaining constant accelerator / brake pressure?  Yes  No
- 
12. Have you ever been diagnosed with a sleeping disorder such as; sleep apnea?  Yes  No
- 
13. 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 currency of any required licence or checks associated with your position in accordance with the relevant legislation.
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 training required by Busways.
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
    - iv. Copy of your MVRIA (front and back)  Yes  No
    - v. Copy of any other licences listed on your application  Yes  No
  - c) All Applicants
    - vi. An Australia Birth Certificate, Passport or Citizenship Certificate  Yes  No
    - vii. Copy of your driver's licence (front and back)  Yes  No
    - viii. 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 attachments into your nearest depot; or
2. Email your application and attachments to: [recruitment@busways.com.au](mailto:recruitment@busways.com.au); or
3. Post your application and attachments to our Support 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.