

Employment Application

Bus Driver

File No. **CONFIDENTIAL****Instructions:**

- 1 Answer **ALL** questions on this Application neatly, fully and honestly.
- 2 Sign and date the Application.
- 3 Submit together with a copy of your **driving licence** (both sides) & recent **National Police Clearance Certificate**.
- 4 **Note: Incomplete Applications will not be processed.**

EMPLOYMENT TYPE APPLYING FOR:Full Time Part Time Casual **PERSONAL DETAILS - (YOUR NAME SHOULD BE EXACTLY AS ON YOUR DRIVING LICENCE)**

M/F _____ Family Name _____

Given Name/s _____ Date of Birth _____

Street Address _____

Suburb _____ Postcode _____

Phone: (Mob) (Home) (0) Email Address: @ .com.**LICENCE DETAILS****MINIMUM**Licence Class

<input type="checkbox"/> C	<input checked="" type="checkbox"/> LR	<input type="checkbox"/> MR	<input type="checkbox"/> HR	<input type="checkbox"/> HC	<input type="checkbox"/> MC
NEED TO UPGRADE			GIVEN PRIORITY		

 Permit to drive a passenger bus held or date applied for _____F or T Extension or Expiry Date _____ Licence Number _____ No of Demerit Points Against Your Licence Phone **1300 720 111** to obtain your current Demerit Point status. **Note: You start with 0 - more than 6 disqualifies you from applying****RESIDENCE DETAILS**Are you a permanent resident of Australia? YES NO Visa type held: _____

Date of Expiry: _____

Hours permitted to work per week: _____

Your Weight * _____ **Kgs** *Equipment safety limitations restrict Path Transit from employing drivers heavier than 115 kgs.**office use only:**INTERVIEW: time: day: date:

Result: _____

- 1 Have you ever had your drivers licence suspended? _____ YES NO
- 2 Have you ever had a driving conviction involving alcohol? _____ YES NO
- 3 Excluding parking offences, have you been charged with any traffic convictions or infringements within the last 10 years? _____ YES NO

If you have answered 'YES' to any of the above questions, please give details:

CRIMINAL CONVICTIONS

Do you have any criminal convictions? _____ YES NO

If 'YES' provide details, dates etc.: _____

WORKERS COMPENSATION/MEDICAL

IMPORTANT NOTE:

Section 79 of the Western Australian Workers' Compensation and Injury Management Act 1981 gives an arbitrator discretion to refuse to award compensation which would otherwise be payable where it is proved that the worker has, at the time of seeking or entering employment in respect of which he/she claims compensation for an injury, wilfully and falsely represented himself as not having previously suffered from the injury.

Have you ever hurt yourself at work or reported an injury to your employer? YES NO

(If you are unsure, you must contact WorkCover first - telephone: 1300 794 744)

If so, provide full details below : (if insufficient room, use additional paper and attach to your application)

Date of Injury	Details of Injury	Days Off Work	Date Finalised	If not full recovery, extent of disability	Amount of Compensation Paid

Have you ever had or do you suffer from any of the following conditions:

1 Any heart problems including heart attack _____ YES NO

2 Any back/neck/shoulder injuries or problems _____ YES NO

3 Absence from work due to stress _____ YES NO

If 'YES' provide details, dates etc.:

Do you have any disability or impairment likely to affect or be aggravated

by working as a bus driver? _____ YES NO

If 'YES' provide details:

EXPERIENCE & SKILLS

What experience do you have driving buses or heavy vehicles?

Have you ever worked for a public transport provider in Perth ? _____ YES NO

If 'YES' provide details, dates etc.:

What other skills or experience do you possess relevant to this position?

EMPLOYMENT HISTORY*** This must be completed**

Start with your current or most recent position

Employer	Dates	Position Held	Reason for Leaving
	From		
	To		
	From		
	To		
	From		
	To		
	From		
	To		
	From		
	To		

EMPLOYMENT REFEREES*** This must be completed**

Complete the following information giving at least two job related referees from your direct line manager/supervisor.

Name	Company	Position	Phone Number

EMPLOYMENT APPLICATION DECLARATION

I declare that the statements given in this application are true in all respects.

I understand that if I do not give a full disclosure of my previous work related injuries / compensation claims, or if I give any false or misleading answers to any questions, or make any false or misleading statement on this application form it may cause my application to be invalid or, if employed, I may be liable for immediate dismissal without notice. I authorise Path Transit to use any legal means available to verify statements I have made in this application.

I am prepared to undertake any medical examination by a doctor nominated by Path Transit.

I understand that strict conformity with safety requirements and procedures in the Employee Manual & Transperth Service Handbook is required.

I authorise Path Transit to contact the relevant authorities by telephone or other means to confirm the validity of my driving licence and my demerit point status.

If your application for employment is not successful do you give Path Transit permission to retain this application form, and any other material provided or associated with the application, on file for future reference?

YES NO

Signature _____

Date _____

PRIVACY STATEMENT

Path Transit is collecting personal information through an application process to enable it to select and recruit staff. Path Transit, its advisors and any persons engaged by them to assist in the selection and recruitment, may use and disclose your information for selection and recruitment purposes. This may include contacting referees nominated by you. Please note that in the event that your application with Path Transit is successful, the personal information that Path Transit holds about you which relates to your selection, recruitment and employment will become an employee record under the Privacy Act (1988). This means that Path Transit will generally be exempt from the requirements of the Privacy Act in respect of that information. Other statutory obligations may apply.

Please complete this CHECKLIST:

- I have answered ALL questions, signed and dated my application
- A copy of my driving licence is attached (Both Sides)
- A copy of my National Police Clearance is attached
(obtainable from https://www.checked.com.au/app/checks/police_checks/individual/start_check)
- I understand a bus driver must be able to follow instructions correctly and you will assess me on how well I completed this Application
- I understand you will not process my application if it is incomplete

As an employer, Path Transit has a duty of care to ensure its driving staff are sufficiently competent in written and spoken English to fully comprehend safety instructions and procedures, including the ability to understand and clearly respond to instructions communicated via the two-way radio installed in the bus.

Submit **complete** application, in person or by mail to:

Bus Driver Recruitment
Path Transit Bus Company
51 Truganina Road
MALAGA WA 6090
Telephone: (08) 92601000

RESPONSE TO YOUR APPLICATION

All applications received are assessed for completeness.

Applications that are incomplete or do not include a copy of your driving licence and Police Clearance are rejected.

Acceptable applications are entered onto our database for consideration when vacancies occur.

Owing to the nature of our industry the timing of vacancies is very unpredictable, therefore we like to keep all valid applications on file for future reference and **we will only contact you when we have a vacancy we believe you may be suitable to fill.**

Drivers with previous bus driving experience and good performance records are given priority.

Holders of HR, HC or MC licences are given priority

Holders of MR licence are acceptable on condition they upgrade to HR within 12 months.

Holders of a C or LR licence will need to upgrade to HR and reapply

Holders of the permit to drive a passenger bus (F Extension) are given priority

Suitable applicants will be contacted when vacancies occur, and will be required to undergo an assessment of Road Rules knowledge, arithmetic and language skills, a practical driving assessment in a bus with our driving instructor, a formal interview and a company medical.

Our decision will be based on an overall assessment of all the information provided, including your personal presentation, as compared with that provided by other applicants for the position.

Successful applicants will be invited onto a paid 3 week full-time training course and employment as a bus driver is subject to your passing this course.

Note: It is Path Transit's policy not to enter into discussions on the details of its employment decisions nor to give feedback on the reasons for unsuccessful applications.