

Employment Application

Bus Driver



ABN 95 074 765 691

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

- 1 Please answer **ALL** questions on this Application neatly, fully and honestly.
- 2 You must complete **ALL** sections on this form, as well as providing any supporting evidence.
- 3 **SIGN** and **DATE** the Application on page 4.
- 4 Submit this Application together with a copy of your **Driving Licence** (front & back).
- 5 Include a copy of both a **National Police Clearance Certificate** & a **Traffic Infringement Notices Certificate** (both less than 3 months old).
- 6 Include a copy of your **Proof of Residency** (e.g. passport, visa etc.)
- 7 **Note: Incomplete Applications will not be processed.**

EMPLOYMENT TYPE APPLYING FOR: Full Time Part Time School Buses 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 @

LICENCE DETAILS

Licence Class **C** **LR** **MR** **HR** **HC** **MC**

Permit to drive a passenger bus held or date applied for

PTD Authorisation or

Expiry Date _____ Licence Number _____ **N° of Demerit Points Against Your Licence**

Phone **1300 720 111** to obtain your current Demerit Point status.**RESIDENCY 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** **Note: Equipment safety limitations restrict Path Transit from employing drivers heavier than 130 kg.****Office Use Only:**ASSESSMENT: time: day: date:

- 1 Have you ever had your drivers licence suspended? _____ YES NO
- 2 Have you ever had a driving conviction involving alcohol/drugs? _____ 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/herself 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 on 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 and to the best of my knowledge.

I understand that if I do not provide full disclosure of my previous work related injuries / compensation claims, or if I make any false or misleading answers to any questions, or make any false or misleading statements 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 all legal means available to verify statements I have made in this application.

I am prepared to undertake any medical examination, including drug & alcohol testing, by a doctor nominated by Path Transit.

I understand that, should I be offered employment with Path Transit, I will demonstrate full compliance with all safety requirements and procedures as stated in the Employee Manual & Transperth Service Handbook as required.

I hereby authorise Path Transit to contact the relevant authorities to confirm the validity of my driving licence and my demerit point status.

If my application for employment is not successful, I hereby 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

By you completing this form, 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 process, may use and disclose your information for selection and recruitment purposes. This may include contacting any 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 and which specifically 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 certified copy of my driving licence is attached (Both Sides)
- A copy of my National Police Clearance is attached (less than 3 months old)
(obtainable from https://www.checked.com.au/app/checks/police_checks/individual/start_check)
- A copy of my Traffic Infringement Notices is attached (less than 3 months old)
(obtainable from any local police station)
- I understand that a bus driver must be able to follow instructions correctly and that I will be assessed on how well I have completed this application
- I understand that my application will not be processed if it is incomplete

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

Submit completed application, in person, via email or by mail to:

Bus Driver Recruitment

Path Transit

34 - 50 Redcliffe Road

REDCLIFFE WA 6104

Telephone: 1800 116 386

pathrecruitment@keolisdowner.com.au

RESPONSE TO YOUR APPLICATION

All applications received are assessed for accuracy and completeness.

Applications that are incomplete or do not include copies of your Drivers' Licence, National Police Clearance and Traffic Infringement Notices certificates will be rejected.

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

Given the nature of our industry, the timing of available vacancies is often unpredictable and therefore we prefer to keep all valid applications on file for future reference. **We will only contact you when**

we have a vacancy we believe you may be suitable to fill.

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 a 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 to attend a paid (ex-gratia payment) 3 week full-time training course. Employment as a bus driver is, among other factors taken into account, subject to your successful completion of the course, and notwithstanding this, shall remain always at the sole discretion of the Company.

Note: It is Path Transit's policy not to enter into any discussions as to the details of its recruitment and selection processes or any decisions made in this regard.