

## APPLICATION FOR EMPLOYMENT – DRIVER/MECHANIC

(PLEASE PRINT IN BLOCK LETTERS)

POSITION APPLIED FOR: \_\_\_\_\_

### PERSONAL DETAILS

SURNAME: \_\_\_\_\_ GIVEN NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

STREET: \_\_\_\_\_

SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

PHONE (H): \_\_\_\_\_ MOBILE: \_\_\_\_\_

### LICENCE DETAILS

DRIVER'S LICENCE NO: \_\_\_\_\_ STATE: \_\_\_\_\_ CLASS: \_\_\_\_\_ EXP: \_\_\_\_\_

BUS DRIVER AUTHORITY NO: \_\_\_\_\_ EXP: \_\_\_\_\_

*(Please attach a copy of licence and authority, if possible)*

### EMPLOYMENT HISTORY *(Or attach a recent resume)*

MOST RECENT EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSITION HELD: \_\_\_\_\_ FROM: \_\_\_\_\_ TO: \_\_\_\_\_

MAIN DUTIES/RESPONSIBILITIES: \_\_\_\_\_  
\_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

PREVIOUS EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSITION HELD: \_\_\_\_\_ FROM: \_\_\_\_\_ TO: \_\_\_\_\_

MAIN DUTIES/RESPONSIBILITIES: \_\_\_\_\_  
\_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

**OTHER QUALIFICATIONS**

Have you ever worked for a bus or coach company?  YES  NO

If YES, please provide details: \_\_\_\_\_  
\_\_\_\_\_

If you have any other qualifications not already listed, please provide details below:

COURSE	DATE COMPLETED	INSTITUTION	REMARKS

**GENERAL INFORMATION**

Have you ever been convicted/charged with any offence relating to driving?  YES  NO

If YES, please provide details: \_\_\_\_\_  
\_\_\_\_\_

Are you aware of any health restriction or disability which may affect your ability to perform the duties for this position?  YES  NO

If YES, what adjustment(s) would you require to overcome this difficulty? \_\_\_\_\_  
\_\_\_\_\_

Are you willing to undergo a medical examination and aptitude test relative to the duties of this position?  YES  NO

**REFEREES**

1) NAME: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

2) NAME: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

**IMPORTANT INFORMATION FOR APPLICANTS**

- If requested, applicants must provide a RTA licence history report.
- Applicants must provide a current Working With Children check.
- Bus Drivers are subject to regular driving assessments.
- Transport workers are subject to random breath testing with a legal limit of 0.02 and urine drug testing.
- Smoking is not permitted in public passenger vehicles or enclosed areas of the workplace.
- All staff must adhere to WHS policies and procedures, safety management system guidelines and all company policy and procedures.
- Any offer of employment will be subject to verification of licence status and other relevant personal details.

**DECLARATION BY APPLICANT**

I hereby declare that the information I have provided is true and correct, to best of my knowledge. I authorise Sapphire Coast Buslines to make such enquiries as necessary to verify the above information, except that no enquiry is to be made to any existing employer without my specific prior consent. I understand that if any information contained herein is proven to be false or misleading, my employment may be terminated without notice. Due to the nature of business conducted by SCB I understand that I will be required to undergo random drug and alcohol tests.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_