

Torrens Transit

APPLICATION

PACKAGE

Please return completed application to:

Operations Manager
Torrens Transit
PO Box 676
Park Holme SA 5043

Privacy Statement: Torrens Transit is collecting personal information through an application process to enable it to select and recruit staff. Torrens 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 any referee nominated by you. Please note that, in the event that your application with Torrens Transit is successful, the personal information that Torrens Transit holds about you which relates to your selection, recruitment and employment by Torrens Transit will become an employee record under the Privacy Act (1988). This means that Torrens Transit will generally be exempt from the requirements of the Privacy Act in respect of that information. Other statutory obligations may apply.

EMPLOYMENT APPLICATION

SURNAME (BLOCK LETTERS) _____

GIVEN NAMES _____ **D.O.B** _____

ADDRESS _____ **POST CODE** _____

CONTACT NUMBER _____ **WORK** _____ **HOME** _____

POSITION APPLIED FOR _____ Full Time Part Time Casual

CLASS OF DRIVERS LICENCE C LR MR HR

DRIVERS LICENCE NUMBER _____ **STATE** _____ **EXPIRY DATE** _____

DRIVERS ACCREDITATION NUMBER _____ **STATE** _____ **EXPIRY DATE** _____

MARITAL STATUS _____ **PARTNER NAME** _____

EMERGENCY CONTACT _____

CONTACT PHONE NUMBER (H) _____ (W) _____ (M) _____

LEGAL AND ORGANISATIONAL PROFILE:

Place of Birth _____ Are you a permanent resident of Australia? **YES** **NO**

HAS THERE BEEN:

a) Any licence suspension?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
b) Any traffic convictions involving the consumption of alcohol?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
c) Any dangerous driving convictions?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
d) Any demerit points listed against your licence at present?	# OF POINTS <input type="text"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

IF YES TO ANY OF THE ABOVE QUESTIONS PLEASE PROVIDE DETAILS:

CRIMINAL CONVICTIONS

HAVE YOU HAD ANY CRIMINAL CONVICTIONS

YES

NO

If yes, please provide details _____

WORKER'S COMPENSATION CLAIMS

Have you ever made a Worker's Compensation Claim or received a lump sum settlement?

YES

NO

If yes, please provide details _____

MEDICAL

Family Doctors Information

Name : _____

Phone No : _____

Address _____

Have you ever had, or do you have, a serious medical condition such as a heart attack, stroke or back injury, etc

YES

NO

If yes, please provide details _____

WEIGHT RESTRICTIONS

Due to equipment restrictions, it is necessary for Torrens Transit to employ staff who weigh less than 120kg. Is your current weight below 120kg?

YES

NO

What is your current weight? _____

IMPAIRMENT

Do you have a disability or impairment likely to affect your work, or likely to be aggravated by your work as a bus driver?

YES

NO

If yes, please provide details _____

EMPLOYMENT HISTORY

Please describe your employment history in the table shown below, and indicate the skills you have gained or used in these occupations. Please state your most recent employment first, and indicate the name and contact number (where possible) of your previous employers. Please include any previous bus driving history.

JOB TITLE & BRIEF DESCRIPTION OF DUTIES	PERIOD OF EMPLOYMENT (APPROX DATES)	SKILLS GAINED/USED	NAME & CONTACT:

REFERENCE INFORMATION

Please complete the following, giving details of referees we would be able to contact from your current or previous employment, should we require additional information to that contained in your application form.

EMPLOYER'S NAME & ADDRESS	REFEREES' NAMES & POSITIONS	CONTACT NUMBER

Request for Workers Compensation Information in South Australia

Name of employer requesting release of information:

This form allows the employer named above to request information, to be released to you, about any workers compensation claims you have lodged in South Australia. Completing and signing this form authorises the employer to forward it to WorkCover SA, who will then provide to **YOU** information about any workers compensation claims for which you have received compensation in South Australia.

YOU ARE NOT OBLIGED TO SUPPLY INFORMATION ABOUT YOUR WORKERS COMPENSATION CLAIMS TO A POTENTIAL EMPLOYER

Please provide your details below, read the 'authorisation' statement then sign and date this form.

Full name – please print:

Address – please print:

Telephone number/s:

Date of birth:

I understand that signing this form authorises the employer named above to send it to WorkCover SA who will then write to me advising:

- the date and type of any injuries/diseases for which I have received workers compensation in South Australia, OR
- that I have no workers compensation claims in South Australia.

This authority is invalid once WorkCover has acted upon it. I understand that I may give this information to the employer if I choose to do so, but that I am not obliged to give it to the employer. I understand that the employer will treat this information as confidential and it will be used only in the assessment of my ability to undertake the work required.

.....

Signature

.....

Date

WorkCover use only:

Request processed and information released to worker on ___/___/___

Processed by: _____

Signature: _____

CODE OF CONDUCT

Assist Torrens Transit customers by acting in a courteous, caring manner and ensuring a safe, and comfortable journey
Relate to fellow Torrens Transit employees in a caring and respectful manner
Drive any company vehicle economically and carefully in accordance with relevant road laws and Torrens Transit policies
Report vehicle mechanical defects in the prescribed manner
Report accidents and incidents in the prescribed manner
Wear the uniform in the prescribed manner. Launder and maintain the uniform regularly, and display a high standard of personal grooming and hygiene
Be responsible for cash equipment and tickets in your care, and ensure that all revenue is collected and paid in
Accurately complete all necessary recording procedures eg daily journals, time records, customer loadings, fuel and charter records
Observe all Torrens Transit working practices and carry out reasonable 'other' duties if requested to do so
Provide prompt, friendly and helpful service to charter groups and ensure that commitments are kept
Sweep out and fuel bus
Monitor vandalism, report offences and assist in identifying offenders
Participate in training programs as required
Adhere to company Drug & Alcohol Policy and 'no smoking' policy in company vehicles and buildings
Report any matters relevant to the currency of driver's licence and if charged with a criminal or civil offence report all details to Torrens Transit management
Declare any disability which may prevent the adequate performance at work
Work in accordance with Torrens Transit occupational health and safety policies and act in a manner that does not risk the safety of passengers, fellow road users or other employees
Check notice boards daily and adhere to all directives and other information displayed
Adhere to dispute resolution and disciplinary procedures
Keep all commercial information confidential