



EMPLOYMENT APPLICATION FORM

The information supplied in this application will remain strictly confidential between the applicant and Interline. This application must be completed in the applicant's own handwriting.

Position Applied for: Driver / Clerical / Mechanic / Cleaner - *please circle*

| PERSONAL INFORMATION | |
|----------------------|----------------------|
| Surname: | First Name: |
| Address: | |
| | State: Postcode: |
| Phone No. (Home): | Phone No. (Mobile): |
| Date of Birth: | Age: Place of Birth: |
| Email: | |

| QUALIFICATIONS, EDUCATION & TRAINING | | |
|--------------------------------------|----------------|----------------|
| QUALIFICATION | LEVEL ACHIEVED | DATE COMPLETED |
| | | |
| | | |
| | | |

| LICENCE INFORMATION | |
|---|---------------------------|
| Drivers Licence Number: | Drivers Authority Number: |
| Expiry Date: | Expiry Date: |
| Class/Type: | State Issued: |
| Details of any Advanced Driver Courses completed: | |

EMPLOYMENT HISTORY

| EMPLOYER | DATES | POSITION HELD | REASON FOR LEAVING |
|----------|--------------|---------------|--------------------|
| | From: To: | | |
| | From: To: | | |
| | From: To: | | |

EMPLOYMENT

Please circle the appropriate answer in relation to the below questions: If yes, please attach details

- Are you an Australian citizen or permanent resident? Yes No
- Do you hold a visa that legally enables you to work in Australia?
(If Yes, attach documentation) Yes No
- Do you currently hold a Working with Children Check?
If Yes, provide details below Yes No

WWC Check Number: _____ Expiry Date: _____

- In the last ten years have you been convicted of any criminal offences?
(If Yes, please attach details) Yes No
- Are there any criminal convictions pending against you in NSW or elsewhere?
(If Yes, please attach details) Yes No

REFERENCES

| | |
|------------------|----------------------|
| Employer: | Position of Referee: |
| Name of Referee: | Referee Contact No: |
| Employer: | Position of Referee: |
| Name of Referee: | Referee Contact No: |

MEDICAL HISTORY

Describe your current state of health (*please circle*): Very Good / Good / Average / Poor

Height: cm Weight kg

Do you smoke cigarettes, cigars, pipes etc. No / Yes If yes, how many per day:

Please circle the appropriate answer in relation to the below questions: If yes, please provide details

Do you have high blood pressure? No Yes

Do you have low blood pressure? No Yes

Do you have any back problems? No Yes

Do you wear glasses/contact lens? No Yes

Do you suffer from:

Epilepsy No Yes

Diabetes No Yes

Migraine No Yes

Chest or Heart problems No Yes

Blackouts/dizziness No Yes

Please note that as a condition of the employment process with Interline Bus Services should you be successful in obtaining a position you will be required to undergo a pre-employment medical examination with our provider. At the time of the medical examination the cost of the examination (which will be confirmed prior) will be payable by the Applicant to the medical provider and upon successful completion of the six-month probation period this cost will be reimbursed by Interline Bus Services to the Applicant.

Please use these lines if there is any further information you may wish to include which may support this application.

APPLICANT AGREEMENT

I hereby certify all the statements and information contained herein are true to the best of my knowledge and belief and understand that any mis-statement of material facts contained in this application will be cause for rejection of this application, removal of my name from eligible list or discharge from the Company; I further understand and agree that:

1. I give permission for Interline 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 Interline 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 and the monitoring of driver conduct.
3. No action will be taken against Interline or any party for damages on account of the requesting or supplying such information.
4. The applicant will complete additional tests as Interline requires. These tests may include medical, drug, driving and/or aptitude tests.
5. Employment is subject to the results of a medical examination, in accordance with the Passenger Transport Act.
6. If offered employment, a six-month probation period will apply, and employment may be terminated without notice during this period. During this period new bus drivers will undertake inductions and training sessions with regular assessments and feedback.
7. If offered employment, additional information will be supplied by the applicant to Interline to enable employment files to be completed. (i.e. payroll details).
8. As a condition of employment, the applicant will undertake all necessary training required by Interline.
9. I agree to abide by all Interlines Policies and Procedures as listed in the manual issued and those that may be posted on the various notice boards throughout the premises. I understand that Interline reserves the right to dismiss an employee for breach of policy and/or procedure.
10. Keys issued to me for entry of Interline premises will not be duplicated and always remain the property of Interline.
11. Under the Passenger Transport Act 2017 & Work Health & Safety Act, all Transport Safety Workers are required to have a zero-blood alcohol content (regarded as less than .02mg/ml).
12. Employees must report for work free of the influence of alcohol and other drugs. Therefore, the consumption of alcohol within eight hours of commencing duty, or during meal breaks, will result in instant dismissal.
13. Interline is a smoke free work place and as such no smoking is permitted whilst on duty or on Interline premises. A breach of this will result in disciplinary action.
14. I understand that the submission of this application does not in itself constitute a contract of employment. However, if I should accept a position with Interline; all the above conditions will be binding by me.

APPLICANT CHECKLIST

Please circle the appropriate answer in relation to the below questions:

- | | | |
|--|-----|----|
| 1. Read, understood and signed this application form | Yes | No |
| 2. Read and understood all the questions in this application and the requirements of the position including drug and alcohol responsibilities under the Passenger Transport Act 2017 & Work Health & Safety Act? | Yes | No |
| 3. Have you attached a copy of the following documentation? | | |
| a. Drivers Licence | Yes | No |
| b. Drivers Authority (front and back) | Yes | No |
| c. Driving History Record from RMS no more than four weeks old | Yes | No |
| d. Working with Children Check | Yes | No |
| e. Criminal Record | Yes | No |
| f. An Australian Birth Certificate, Passport or Citizenship Certificate | Yes | No |

| | |
|-------------------------|-------|
| Signature of Applicant: | Date: |
| Print Name: | |

After fully completing this application form and attaching all necessary documentation listed above, please email the application form to enquiries@interline.com.au.