



## EMPLOYMENT APPLICATION BUS DRIVER

### IMPORTANT

Prior to completing this Application, please ensure that you have your "Working with Children Check" number for verification.

"A Working With Children Check is a prerequisite for anyone in child-related work. It involves a national criminal history check and review of findings of workplace misconduct".

*(NSW Government Office of the Childrens Guardian)*

To obtain a valid "Working with Children Check" number please ensure that you have:-

1. completed the online application form through the NSW Government website
2. taken the application form with your proof of identity to a Service NSW Centre
3. paid the \$80.00 fee

# APPLICATION FOR EMPLOYMENT

## HOW TO APPLY

- 1 Complete all details on the application form
- 2 Deliver, post or email the forms to the Depot

## WHEN YOU APPLY

You will be assessed against job-related standards

- 1 We will compare your application with these criteria
- 2 If your application is successful, you will be asked to attend an interview
- 3 You will be asked to demonstrate, by a driving assessment, that you meet the Company standards
- 4 At the interview you will need your Australian birth certificate or passport or Australian Citizenship Certificate or a valid visa with permission to work as issued by the Department of Immigration
- 5 You will need your current driver's licence, current Bus Driver Authority (if you have been issued with one)
- 6 If your application is successful you will be required to undergo a Pre-placement Medical by a Company appointed Doctor

## TRAINING

We provide training to enable you to meet our driving standards

You will be required to undergo an induction program and additional training through the Company internal On-line training system if your application is successful.

Training will be updated (online) from time to time to ensure that standards are maintained.

## CONTINUED EMPLOYMENT

Your continued employment is reliant on you having a current Bus Driver Authority and Driver's Licence at all times and maintaining a Working with Children Clearance Status.

If your driver's licence and/or your Driver Authority is suspended, cancelled or withdrawn, or your Working With Children Children Clearance status has been revoked, your employment may be terminated.

## SKILLS NEEDED

- 1 Able to drive a bus safely and effectively
- 2 Good personal presentation and hygiene
- 3 Good interpersonal skills
- 4 Able to provide a high quality service to customers
- 5 Able to operate to a timetable
- 6 Comply with the requirements of the Passenger Transport Act and associated Regulations
- 7 Able to work in a diverse environment
- 8 Willing to understand and comply with Management instructions
- 9 Comply with the requirements of the Work Health & Safety Act 2011 (WHS) and the WHS Regulations
- 10 Understanding of Heavy Vehicle Fatigue Laws

## SELECTION CRITERIA

- 1 Valid MR (minimum) driver's licence  
LR driver's Licence (under limited circumstances)
- 2 Have an understanding of Work, Health & Safety Laws
- 3 Have Australian Birth Certificate, Australian Citizenship, permanent resident status or visa documents to work in Australia
- 4 Working with Children Check Clearance Status
- 5 Have good personal presentation
- 6 Experience in bus industry and heavy vehicle operation is desirable but not essential
- 7 Valid NSW Bus Driver Authority is desirable not essential
- 8 Customer Service skills

**Please deliver or post your application to:-**

### Orange Buslines

120 Canobolas Road  
ORANGE NSW 2800  
(Po Box 259 ORANGE NSW 2800)

**Applications can also be emailed to:**

[info@orangebuslines.com.au](mailto:info@orangebuslines.com.au)

**Orange Buslines**

# APPLICATION FOR EMPLOYMENT - BUS DRIVER

## PART A - PERSONAL

**1 NAME**

Surname

Given Name/s

**2 ADDRESS**

Postcode

**3 TELEPHONE**

**EMAIL**

**4 MEDICAL**

Do you have any physical disability, medical or mental condition which would affect your ability to do the job now or in the future?  
If YES please provide details.

YES

NO


**5 WORK RIGHTS**

Are you an Australian citizen or permanent resident, NZ passport holder or have a visa which entitles you to work in Australia? (proof of entitlement to work must be provided with application)

YES

NO

Visa details (if applicable)

**6 WORKING WITH CHILDREN CHECK NUMBER**

You must have completed the online application, proven your identity at Service NSW Centre and paid the applicable fee to receive a Working with Children Check Number.

**7 CRIMINAL RECORD**

In the last (10) years have you been convicted of any criminal offence?

YES

NO

DATE	NATURE OF OFFENCE

**8 AVAILABILITY**

When would you be able to start work?

What days and times would you **NOT** be available for work?

MONDAY		FRIDAY	
TUESDAY		SATURDAY	
WEDNESDAY		SUNDAY	
THURSDAY			

## PART B - LICENCES AND QUALIFICATIONS

**9 DRIVER'S LICENCE**

Class

Licence Number

Expiry Date

Snow Licence No.

**10 DRIVER'S AUTHORITY**

LONG DISTANCE TOUR

REGULAR PASSENGER BUS

Authority Number

Expiry Date

**11 DRIVING OFFENCES (LAST 5 YRS)**

DATE	NATURE OF OFFENCE

**12 OTHER RELEVANT QUALIFICATIONS OR COURSES ATTENDED**

DATE COMPLETED	TYPE OF QUALIFICATION OR COURSE

# PART C - EMPLOYMENT HISTORY

## 13 EMPLOYMENT HISTORY

1 NAME OF CURRENT OR LAST EMPLOYER

Tick box if you do not wish your current employer be contacted during the application process

TELEPHONE

SUPERVISOR

POSITION HELD

PERIOD OF EMPLOYMENT

FROM

TO

DUTIES AND RESPONSIBILITIES

  
  

2 NAME OF PREVIOUS EMPLOYER

TELEPHONE

SUPERVISOR

POSITION HELD

PERIOD OF EMPLOYMENT

FROM

TO

DUTIES AND RESPONSIBILITIES

  
  

3 NAME OF PREVIOUS EMPLOYER

TELEPHONE

SUPERVISOR

POSITION HELD

PERIOD OF EMPLOYMENT

FROM

TO

DUTIES AND RESPONSIBILITIES

  
  

## 14 SECONDARY EMPLOYMENT

It is the responsibility of both the Company and the Driver to ensure that driving hours are not breached.

It is the responsibility of the Driver to advise the Company if they undertake any Secondary Employment including the driving of heavy vehicles for another Company that has the potential to impact on fatigue and safety at any stage during their employment.

If offered employment, will you or are you currently undertaking any secondary employment?

YES

NO

If YES please provide details (include times and hours worked for Secondary Employment)

  
  
  
  
  
  
  

**Note:** *If offered employment, it is the Driver's responsibility to keep the Company informed of any change in the nature of employment with another company.*

**Orange Buslines**

## PART D - APPLICANT INFORMATION AND AGREEMENT

### 15 APPLICANT INFORMATION AND AGREEMENT

It is agreed by the applicant that:-

- 1 The Company or its agents may make enquiries to verify the accuracy and completeness of the information supplied.
- 2 No action will be taken against the Company or any other party for damages on account of requesting or supplying such information.
- 3 The applicant will complete such additional tests as the Company may require. These tests could include medical, drugs and alcohol, and/or aptitude tests.
- 4 Employment is subject to a clear "Working with Children Check", in the accordance with Child Protection (Working with Children) Act.
- 5 As a condition of employment, the applicant will undertake all necessary Company training
- 6 If offered employment, such additional information will be supplied by the applicant to enable employment files to be completed.
- 7 If offered employment, the Company will be informed immediately if your driver's licence or driver's authority should be suspended or cancelled.
- 8 If offered employment, the applicant agrees to keep the Company informed of any change to secondary employment including the driving of heavy vehicles for another company.
- 9 If offered employment, the applicant will act in accordance with Company policies and procedures

Terms and conditions of employment will generally be governed by the Passenger Vehicle Transportation Award or a ratified Enterprise Agreement.

It is understood that any misrepresentation by me on this application will be sufficient cause for the cancellation of this application or summary dismissal after employment.

I hereby certify that the information supplied is true and complete to the best of my knowledge.

SIGNATURE

DATE

## PART E - CHECKLIST

HAVE YOU COMPLETED ALL THE QUESTIONS ON THE APPLICATION FORM?

Yes  No

HAVE YOU PROVIDED A WORKING WITH CHILDREN CHECK NUMBER

Yes  No

HAVE YOU SIGNED THE APPLICANT AGREEMENT OF THIS APPLICATION?

Yes  No

HAVE YOU ATTACHED COPIES OF ALL LICENCES (FRONT AND BACK) AND QUALIFICATIONS INCLUDING DRIVER AUTHORITY?

Yes  No

HAVE YOU ATTACHED ONE OF THE FOLLOWING AS PROOF OF ENTITLEMENT TO WORK?

Yes  No

(Aust. Citizenship, Aust. Birth Certificate, Passport or a valid visa with permission to work in Australia)

## LODGEMENT

When you have fully completed this application, and attached all necessary documents, please post or deliver to:

### Orange Buslines

120 Canobolas Road  
ORANGE NSW 2800  
(Po Box 259 ORANGE NSW 2800)

Applications with necessary attachments can be emailed to [info@orangebuslines.com.au](mailto:info@orangebuslines.com.au)

## Office Use Only

- Copy of Driver's Licence
- Copy of Driver Authority
- Copy of Birth Certificate/Citizenship/Passport
- Working with Children Check Number and Verification Status
- Copies of qualifications and other licences
- Copies of work permit / visa documentation (if required)
- Written References

Forms and necessary documents checked by:

Date:

**Orange Buslines**