



APPLICATION FOR EMPLOYMENT

Questions	Answers
Position applied for:	
Surname (print):	
Given name(s):	
Date of birth (optional):	
Previous surname (if applicable):	
Preferred name:	
Email address:	
Address:	
Home Phone No.:	
Alternate Contact No.:	
IRD number :	
Driver's Licence Number: <i>(Note: you will need to bring your driver's licence to your interview and recruitment testing and log book)</i>	
List the Driver's Licence classes you have	
Do you have a current P endorsement	
Expiry date of licence endorsements:	
Expiry date of base licence at "C" (front):	
How long have you held you FULL car licence?	
Do you hold a current first aid certificate and what is the expiry number.	

Questions	Answers - Yes or No
<p>Do you have any traffic or criminal convictions?</p> <p>If yes please give dates & type of offence</p>	
<p>Do you have any court proceedings or criminal convictions pending against you?</p> <p>If yes, please give dates and type of offence:</p>	
<p>Do you have any health conditions that could affect your ability to undertake the duties for this position?</p> <p>If yes, please provide brief details and outline what we would need to help you in your employment: <i>(please note that you may be required to have a pre-employment medical and that by law some medical conditions may prevent you for driving passenger service vehicles).</i></p>	
<p>Have you had any injury or medical condition caused by a gradual process, disease infection such as RSI or OOS that may be aggravated or further contributed to by this position?</p> <p>If yes, please provide brief details and details of your ACC Case Manager if applicable:</p>	
<p>Are you legally entitled to work in New Zealand? You will be required to show evidence of a Work Permit at your interview if applicable.</p>	
<p>Key skills gained</p>	
<p>Have you previously worked in any position for Red Bus Ltd? If yes, please give details:</p>	
<p>Do you have any relatives or friends currently working for Red Bus?</p> <p>If yes, please give their names:</p>	
<p>Please tell us briefly why you have applied for this position?</p>	
<p>Are there any other personal details you would like to tell us about? (non work activities, interests etc)</p>	
<p>Due to the weight restrictions on our bus drivers seats, can you please confirm that you weight is less than 120kgs</p>	

EDUCATION

Please list any tertiary qualifications plus any courses you have attended.

Year	Qualification/Course

EMPLOYMENT HISTORY

List below the names, address & phone number of your last 3 former employers beginning with the most recent	Kind of Business	Time Employed				Nature of Work	Reasons for Leaving	Name and title of Immediate superior
		From		To				

Former employers who can be contacted as a Referee	Address	Phone number

PLEASE ATTACH A COPY OF YOUR CV AND ANY OTHER DATA INCLUDING REASONS THAT YOU FEEL MAY BE RELEVANT TO SUPPORT YOUR APPLICATION FOR THIS POSITION

If your application is considered favourably, on what date would you be available to commence work?

--

GENERAL QUESTIONNAIRE

As you will be aware, the position that you have applied for as a BUS DRIVER for Red Bus entails certain requirements both of a physical, and a general nature that need to be met. This questionnaire will be of benefit to both you and the company in regard to your suitability to perform in the above mentioned position.

Please answer the questions honestly, and if necessary, make use of the 'Comments' section at the bottom of the page.

	Yes	No
1. Are you prepared to work early morning shifts as early as 4.35 am?		
2. Are you prepared to work afternoon shifts finishing after 1.00 am?		
3. Are you prepared to work shifts that may have a break of up to 3 hours?		
4. Are you prepared to work weekends and public holidays?		
5. Are you taking any medication that affects your mental alertness?		
6. Do you have any medical condition that can affect your mental alertness?		
7. Do you have any hearing impairment, with or without a hearing aid?		
8. Do you have any sight impairment, with or without glasses?		
9. Do you have any speech impairment?		
10. Do you have any restricted movement in your ability to rotate or twist your body, back or neck?		
11. Do you have restricted range of motion in your upper limbs or shoulders?		
12. Do you have difficulties exerting and maintaining pressure on an accelerator pedal for long periods of time?		
13. Have you had a back injury previously?		
14. Do you have any problems maintaining a seated posture for a long period of time?		

Signed:..... **Date:**

PRIVACY CLAUSE & DECLARATION

The purpose for collecting this information is to assess you for employment with Red Bus Ltd. All questions must be answered to be considered for employment as the information provided is essential to our decision.

It is our policy to speak to your nominated referees and also relevant previous employers. Please discuss with the Transport Manager, if you have any concerns about whom we might contact. This form, including your signature, may be forwarded to your referees or your previous employers to establish that you are seeking employment with us and to show that you have consented to the release of information to us.

Your personal information is held at 120 Ferry Road, Christchurch and is accessible by the Operations Management staff only. It is held for a period of 1 year after the receipt of your application.

You have a right to access and correct your personal information although this may not extend to evaluative material provided by referees or previous employers.

I declare

1. I have provided all necessary information and have not omitted anything relevant to the decision of my employment with Red Bus Ltd.
2. The information I have provided is true and correct.
3. I give my consent to agencies/people named on the form to release personal information about me.

.....
Signature

.....
Date