



Recruitment Information – Your Privacy

During the recruitment process for employment with Southern Coast Transit, we may:

- review any material you provide in support of your application;
- take notes;
- conduct reference checks,

for the purpose of assessing your suitability for employment or engagement with Southern Coast Transit.

The information collected by Southern Coast Transit, including from you and from other persons with your consent (for example, through any reference checks) may be disclosed to relevant human resource personnel and managers within Southern Coast Transit or a related entity. Southern Coast Transit may also disclose information collected by it to organisations assisting us in connection with your application, for example a recruitment agency.

If you are unsuccessful in obtaining a position with Southern Coast Transit on this occasion, the information may be destroyed immediately, or may be kept by Southern Coast Transit in a secure location for up to 3 months and may be considered for future positions with Southern Coast Transit. The information will then be destroyed.

You are able to apply to access this information by contacting the Human Resources Officer by phone on (08) 9331 0400.

If you do not consent to this information being collected, we may not consider your application.



Southern Coast Transit

8 Sainsbury Road, O'Connor 6163
Postal Address: PO Box 2, Palmyra WA 6957

Application for Employment

General Instructions- This form must be completed in the applicant's handwriting. Acceptance of this application does not imply eventual employment. If you do not truthfully answer each question on this form, and you are employed, your employment may be terminated without notice.

Surname (BLOCK LETTERS) _____ Given Names _____

Address _____ Suburb _____ Post Code _____

Contact Phone Number _____ Date of Birth _____ / _____ / _____

Are you a Permanent Citizen? **YES / NO**

If **NO** – Do you have a current Work Permit or other entitlement to work in Australia? **YES / NO**
(Documentary evidence will be required.)

Highest education standard reached _____
(e.g. Primary School, Trade Certificate, Tafe Certificate etc)

Other qualifications held _____

Are you available for shift work? **YES / NO** Available Start Date: _____

Where did you hear about this vacancy? SCT Employee, Name: _____

Newspaper: _____ Website: _____ Sign on back of buses: _____ Other: _____ **(Please tick)**

Drivers license number: _____

Endorsement/classes held: _____

Conditions: _____

Number of Demerit Points: _____

(Note: It's a requirement of the job that you can prove a safe driving record)

EMERGENCY CONTACT

Name: _____

Relationship: _____

Phone (H): _____ Phone (W): _____ Mobile: _____

Family Doctor: _____ Phone: _____

Have you ever been **convicted** of any serious traffic offence or other serious offence of a violent, dishonest or sexual nature by a court of law? (You do not need to disclose any spent conviction): **YES / NO**

If **YES**, please provide details _____
 (Note: A police record need not necessarily disqualify you from acceptance.)
 The provision of a federal Police Certificate (Traffic & Criminal) will be required if your application is accepted.

***** Please attach a copy of your resume / work history. *****

Please list details of experience or training relevant to the position applied for.

	POSITION	EMPLOYER	DATES:	
			FROM	TO
1				
	Responsibilities -			
2				
	Responsibilities -			
3				
	Responsibilities -			
4				
	Responsibilities -			

Please list your Referees in order of most **recent** professional contact-
 (You must provide a minimum of 2 work related references to be considered for a position within SCT)

- Name: _____ Position: _____
 Company: _____ Telephone: _____
 I am happy for this reference to be contacted by an SCT representative: _____ (Yes/No)
- Name: _____ Position: _____
 Company: _____ Telephone: _____
 I am happy for this reference to be contacted by an SCT representative: _____ (Yes/No)
- Name: _____ Position: _____
 Company: _____ Telephone: _____
 I am happy for this reference to be contacted by an SCT representative: _____ (Yes/No)

HEALTH INFORMATION

Southern Coast Transit asks you for this information to assist us in meeting our duty of care towards you. The information you give will not preclude you from employment unless you:

- cannot perform the inherent requirements of the role or
- can only perform the inherent requirements of the role if SCT provides services or facilities to assist you and it would be an unjustifiable hardship for SCT to provide those services or facilities.

(Please note: a preemployment medical will be required if your application proceeds)

Do you have a disability which may affect your capacity to perform this role? **YES / NO**
 If **YES**, please provide details: _____

The vehicle manufacturer recommends a maximum load of 110kg for bus operator seats. Will you be able to comply with this weight limit if SCT employs you? **YES/NO**

Workers Compensation Claims

Have you ever been injured during the course of your employment? **YES/NO**

Have you ever made a Workers Compensation Claim? **YES/NO**

Have you ever received a Workers Compensation Lump Sum Settlement? **YES/NO**

If you have answered YES, please provide details:

Section 79 of the Workers' Compensation and Injury Management Act 1981 gives a dispute resolution body discretion to refuse to award compensation which would otherwise be payable where it is proved that the worker has, at the time of seeking or entering employment in respect of which he claims compensation for a disability, wilfully and falsely represented himself as not having previously suffered from the disability.

Have you required a long term absence (greater than one week) from work due to illness or injury during the past 2 years? **YES/NO**

If **YES**, please provide details: _____

Applicants Declaration

Do you have any past or present health concerns or medical conditions including previous or current work related injuries that you are aware of that may affect

- Your ability to undertake the work, or that
- This organisation should be made aware of, so that it can fulfil its own duty of care to its employees.

If so, please provide details (eg dates, what happened, nature of injury/condition, treatment details, etc) _____

I, _____, hereby declare that the particulars on this form are, to the best of my knowledge, correct and true. **I also understand and am aware that if I am employed by Southern Coast Transit, any inaccurate statement made, or information withheld, may result in the termination of my employment/contract.**

Applicant

Witness

Signed: _____

Signed: _____

Print Name: _____

Print Name: _____

Date: ___ / ___ / ___

Date: ___ / ___ / ___



Pre-Employment Medical Privacy Information & Consent Form

At this stage of the selection process, you are requested to undergo a pre-employment medical examination, which includes a drug and alcohol screen. The purpose of obtaining this information is to establish base line medical information, and to assess your physical suitability for the particular position you have applied for.

This information may be disclosed to the Training and Development Officer, relevant human resource personnel, or managers within Southern Coast Transit or a related entity. Southern Coast Transit may also disclose this information to organisations assisting it in connection with your recruitment or engagement, for example a medical practitioner or a legal advisor. All information disclosed as a result of the pre-employment medical will remain confidential and be kept in a secure location.

If you are unsuccessful in obtaining a position with Southern Coast Transit on this occasion, the information will either be returned to you, destroyed immediately, or kept by Southern Coast Transit in a secure location for 3 months, and may be considered for future positions with Southern Coast Transit. On the completion of the 3 month period, the information will be destroyed.

If you decline to undergo a pre-employment medical as requested by Southern Coast Transit, then your application may not be considered.

You may request access to this information by contacting the Human Resources Officer by phone on (08) 9331 0400. Access may not be provided in all circumstances.

To be completed by applicant.

I confirm that I have read and understand the above information.

I agree to undergo a pre-employment medical examination, which includes a drug and alcohol screen, and consent to Southern Coast Transit using the information in the manner set out above.

Applicant

Signed: _____

Print Name: _____

Date: ___ / ___ / ___

Witness (SCT Employee)

Signed: _____

Print Name: _____

Date: ___ / ___ / ___



Police Clearance Privacy Information and Consent Form

At this stage of the selection process, you are requested to disclose any current criminal record (which does not include any spent conviction) held by you. The purpose of obtaining the police clearance is to enable Southern Coast Transit to determine whether you are likely to satisfy the inherent requirements of the available position.

The results of the police clearance will be considered in assessing your application for the position of _____ (print title of job applied for). Southern Coast Transit may refuse your application if:

- (a) it is determined that your criminal record will affect your ability to perform the requirements of the position; or
- (b) you provide false or misleading information about your criminal record.

Information obtained from a police clearance is usually disclosed to relevant human resource personnel, OHS personnel and managers within Southern Coast Transit or a related entity. Southern Coast Transit may also disclose this information to organisations assisting it in connection with your recruitment or engagement, for example, legal advisors. All other information disclosed during the check will remain confidential and be kept in a secure location.

If you are unsuccessful in obtaining a position with Southern Coast Transit on this occasion, the information will either be returned to you, destroyed immediately, or kept by Southern Coast Transit in a secure location for 3 months, and may be considered for future positions with Southern Coast Transit. On the completion of the 3 month period, the information will be destroyed.

If you choose not to provide Southern Coast Transit with a police clearance, then your application may not be considered by Southern Coast Transit.

You may request access this information by contacting the Administration Manager by phone on (08) 9331 0400 who will arrange for the relevant officer to allow you to view the results.

To be completed by the applicant:

I confirm that I have read and understand the above information.

I truthfully and accurately disclose that I have the following criminal record:

.....

I agree to undergo and provide a criminal record check and consent to Southern Coast Transit using the information in the manner set out above.

Applicant

Witness (SCT Employee)

Signed: _____
 Print Name: _____
 Date: ____ / ____ / ____

Signed: _____
 Print Name: _____
 Date: ____ / ____ / ____



BUS OPERATOR CONDITIONS OF SERVICE

In line with standard expectations for an operator, this document lists generic *Employee Duties, Key Skills/Qualities and General Terms and Conditions* for Bus Operators employed by Southern Coast transit. This list should be viewed as a general guide to the requirements and obligations operators have in order to gain and maintain employment with Southern Coast Transit.

DUTIES

- Safely operate Southern Coast Transit vehicles
- Act in a manner at all times with due regard to the health, safety and welfare of yourself, passengers and other employees
- Assist the general public as required
- Learn, maintain knowledge of, and comply with Southern Coast Transit operational policies and Occupational Safety and Health practices
- Handle cash and tickets, and reconcile all monies and property collected on behalf of the company
- Maintain the required dress standard
- Other duties as directed by management [such as census work].

KEY SKILLS/QUALITIES

- Demonstrated ability to work without close supervision
- Ability to establish and maintain a flexible and positive attitude/approach with all stakeholders [particularly the public].
- Ability to satisfy the national standards of the *Medical Examination for Commercial Vehicle Drivers* [available for viewing if requested] and to maintain appropriate fitness for duty
- Demonstrate effective communication skills, both written and verbal command of the English language, including the ability to read, understand and complete common work forms [handbooks, notices and accident forms].
- Have a criminal record is free of offences such as serious traffic offences, or offences of a violent, dishonest, or sexual nature (substantiated by police checks [National Police Certificate for criminal convictions, WA traffic demerit points record]).
- Hold a valid licence endorsed for the appropriate vehicle. Minimum requirement is **HR with Hire and Reward endorsement**.
- Demonstrate the ability to drive and manoeuvre a vehicle to the competency standard required by Southern Coast Transit and the WA Road Traffic Code.

GENERAL TERMS AND CONDITIONS

The general terms and conditions are compliant with the WA Passenger Transit Industry Award 2000. These are supplemented by the Southern Coast Transit Certified Agreement 2000. Both documents are available for viewing if requested.

HOURS OF WORK

- As a Bus Operator you will be guaranteed a minimum of 38 hours per week.

- You will be rostered to work 5 days per week from Monday to Saturday. Sunday work is offered as additional overtime.
- You will not be rostered to drive more than 9 ½ hours on any day.
- You may be rostered to work a spread shift. A spread shift is typically constructed to work approximately 4 hours in the morning peak period, you will then be required to take a break of up to 4 hours before returning to drive approximately 4 more in the afternoon peak period.
- Spread shifts attract a shift penalty payment.

PAY RATES

- The first 7 hours and 36 minutes of any shift operating Mon-Fri are paid at ordinary time. All work in excess of 7hrs 36mins is paid at time and one half.
- All shifts worked on a Saturday are paid at time and one half.
- All shifts worked on a Sunday are paid at double time.
- All shifts worked on a Public Holiday are paid at double time and one half.

SUNDRIES

- Four weeks of annual leave is accrued per annum.
- The Company funds superannuation at 9% of normal hours.
- A uniform will be provided to you; however you will be required to provide black leather shoes.
- All employees are subject to a three month probationary period, during which time you will undergo two performance assessments.
- All Bus Operators commence employment at the Fremantle (O'Connor) Depot.

TRAINING

- All aspects of the Bus Operator training course are conducted in-house. The training is conducted over a period of 5-20 days, depending on the competency levels reached by each trainee.
- Trainees are not paid during the first week of training. Trainees will be paid the rate of Bus Operator, Level 2, for the remainder of the training course.
- Trainees will be assessed throughout the course. On successful graduation from the course, trainees will be offered a position and their probation period will commence.

SCT reserves the right to change any of these conditions at any time without notification.

I confirm that I have read and understand this guide to the conditions of recruitment and employment as utilized by Southern Coast Transit. I understand that this is not an offer of employment.

Signed: _____

Date ___/___/___

Name: _____

Witnessed by:

Signed: _____

Date ___/___/___

Name: _____