



Reference No.

APPLICATION FOR EMPLOYMENT

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:	<i>Strike out where not applicable</i> Class 1 – Light motor vehicles Class 2 – Heavy rigid vehicle (less than 15001 kg) Class 5 – Heavy combination vehicle
List the Driver's Licence endorsements you have:	<i>Strike out where not applicable</i> Passenger (P) Driving Instructor (I)
Expiry date of licence endorsements:	
Expiry date of base licence at "C" (front):	
How long have you held your FULL car licence?	

Do you have any traffic or criminal convictions relevant To the position that you are applying for at Red Bus Ltd?	<i>Strike out where not applicable</i> YES (either) NO
If yes, please give dates and type of offence:	
Do you have any court proceedings or criminal Convictions pending against you?	YES (either) NO
If yes, please give dates and type of offence:	
Do you have any health conditions that could Affect your ability to undertake the duties for this position?	YES (either) NO
If yes, please provide brief details and outline what we Would need to provide 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>	
Have you had any injury or medical condition caused by a gradual process, disease or infection such as RSI or OOS that may be aggravated or further contributed to by this position?	YES (either) NO
If yes, please provide brief details and details of your ACC Case Manager if applicable:	
Are you legally entitled to work in New Zealand?	YES (either) NO
You will be required to show evidence of a Work Permit at your interview if applicable.	

EDUCATION

Please list any school and/or tertiary qualifications plus any courses you have attended.

Year	Qualification/Course

Type of School	Name of School	Courses/Subjects	Graduated Give Degree	Last Year Attended

EMPLOYMENT HISTORY

List below the names of all your former employers beginning with the most recent: a. Employer's Name b. Address and Phone No.	Kind of Business	Time Employed				Nature of Work	Reasons for Leaving	Name of Immediate superior
		From		To				
		Mth	Yr	Mth	Yr			
1. a. b.								Name Title
2. a. b.								Name Title
3. a. b.								Name Title
4. a. b.								Name Title
5. a. b.								Name Title

Former employers who can be contacted as a Referee	Address	Phone Number
1.		
2.		

PLEASE ATTACH 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 will you be available for work? _____

Signature: _____ Date: _____

Key skills gained:	
Have you previously worked in any position for Red Bus Ltd? If yes, please give details:	<i>Strike out where not applicable</i> YES (either) NO
Do you have any relatives or friends Currently working for Red Bus? If yes, please give their names:	YES (either) NO
Please tell us briefly why you have applied for this position?	
Are there any other personal details you would like to tell us about? (non work activities, interests etc)	

REFEREES

Please list at least two people you have worked with and whom you are happy for us to contact:

Name	Position/Company	Phone

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 position.

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

	Yes	No
1. Are you prepared to work early morning shifts as early as 5.30 am?		
2. Are you prepared to work afternoon shifts finishing after 1.00 am?		
3. Are you prepared to work part time shifts that work 2-4 hours, break 2-5 hours, then work 2-4 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 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. Do you have any problems maintaining a seated posture for a long period of time?		

COMMENTS

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 Barry Hobbs 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 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