



Reference No.

Reviewed application form	<input type="checkbox"/>
Telephone interview	<input type="checkbox"/>
Assessment tools	<input type="checkbox"/>
Interview	<input type="checkbox"/>
Telephone reference check	<input type="checkbox"/>
Offer letter sent	<input type="checkbox"/>
Signed offer letter received	<input type="checkbox"/>
Telephone reminder completed	<input type="checkbox"/>

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.:	
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:	
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):	

Please circle the appropriate answer below.

Do you have any traffic or criminal convictions relevant to the position that you are applying for at Red Bus Ltd?	YES NO
If yes, please give dates and type of offence:	
Do you have any court proceedings or criminal convictions pending against you?	YES 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 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 a back injury previously	YES NO
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 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 NO
You will be required to show evidence of a Work Permit at your interview if applicable.	
Have you previously worked in any position for Red Bus Ltd?	YES NO
If yes, please give details:	
Do you have any relatives or friends Currently working for Red Bus?	YES NO
If yes, please give their names:	
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)	
Due to the weight restrictions on our bus drivers seats, can you please confirm that you weight is less than 120kgs	YES NO

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 passed	Last Year Attended

EMPLOYMENT HISTORY

List below the names of your last 4 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 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?

Signature: _____ Date: _____

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 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, 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?		

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 David Bean our Recruitment & Training 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