



Employment Application

Branch
Position applied for

Complete neatly in your own handwriting.

All questions must be answered and all answers will be treated confidentially. Date Received / /

SECTION A

Your name

Family name	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth
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Given names	Preferred name
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Your residential address (Number & street)

Suburb or town	Postcode
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Your postal address (if different from residence)

Suburb or town	Postcode
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Your telephone number (After hours)

Business hours / Mobile

Are you an Australian citizen?

Yes No – do you hold permanent residency in Australia? Yes No

SECTION B

Do you now have, or have you had in the past, any illness, medical condition, pre-existing ailments, physical disability, mental disability or limitation that:

- a) May affect your ability to do this job
- b) Could be aggravated by the duties of this job, or
- c) In the course of completing your duties, may place others or yourself at risk?

Yes – give details No

Have you ever made a Workers' Compensation claim? Do you currently have a Workers' Compensation claim against any employer?

Yes – give details No

Date	Employer	Injury	Period of Absence	Insurer

SECTION C

Details of education – attach copy of results if within 4 years

Level attained

Year Completed

Below Year 10 Year 10 Year 12 Post Secondary

Last or main school/college attended

Are you doing further studies? If "yes" give details

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Certificates, Tertiary or Trade Qualifications held:

SECTION D

Please provide driver's licence details

Licence number	Class	Expiry date	State
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If you are applying for the position of Driver, Forklift Operator and/or Storeperson, then please complete the following Sections _____. All other Applicants, please continue from Section _____.

Would you please consent as follows:

- Yes, I consent to you checking my criminal and Road Traffic Authority Records
- No, I do not consent to you checking my criminal and road Traffic Authority Records

NOTE: The fact that you have been convicted of a Criminal Offence may not necessarily mitigate against your employment - each application will be treated on its merits

Do you hold a current Driving Licence issued in this State? Yes No

Licence Details: No. Class Expiry Date

Please list any Endorsements on your Licence?

Do you hold a Dangerous Goods Licence in this State? Yes No

Licence No: Expiry Date: Sighted by Manager: Yes No

Do you hold a Forklift Driver's Licence in this State? Yes No

Licence No: Expiry Date: Sighted by Manager: Yes No

Have any of your Licences ever been cancelled or suspended? Yes No

If yes, give details of each offence:

List all motor accidents in the past three years - give details, cost and name of Insurance Company:

Have you had experience in operating the following: If yes, how many years?

All-Terrain	Years	Years	
Forklifts	Yes <input type="checkbox"/> No <input type="checkbox"/>	Road Ranger Gearbox	Yes <input type="checkbox"/> <input type="checkbox"/> No
Tandem Drive	Yes <input type="checkbox"/> No <input type="checkbox"/>	Max. Gross Load carried Tonnes
Semi Trailers	Yes <input type="checkbox"/> No <input type="checkbox"/>	Crane Trucks	Yes <input type="checkbox"/> <input type="checkbox"/> No
Bulk Tankers	Yes <input type="checkbox"/> No <input type="checkbox"/>	B-Double or Road Train	Yes <input type="checkbox"/> .. <input type="checkbox"/> No

Have you had any experience in operating other types of vehicles? If yes, give details:

Have you had experience in tarping loads? ρ Yes ρ No

Have you completed any furniture handling courses? ρ Yes ρ No

If yes, give details:.....

Have you completed a Defensive Driving Course? ρ Yes ρ No

If yes, give details :
.....
.....

In the last 10 years have you been convicted of a criminal offence or traffic offence of relevance to any aspect of the business of TRUCK MOVES AUSTRALIA?

Yes – give details No

SECTION E

Have you previously worked for TRUCK MOVES AUSTRALIA or any other transport/freight company? If “yes”, please give details and state reasons for leaving.

Work History – list details of any work experience you have had:

Current Employer	From	To
Position/Duties	Reason for Leaving	

Current Employer	From	To
Position/Duties	Reason for Leaving	

Current Employer	From	To
Position/Duties	Reason for Leaving	

References – provide the names of two people from previous work situations who may be contacted to confirm details and performance.

Name	Position & Organisation
Employer Address & Phone	

Name	Position & Organisation
Employer Address & Phone	

Please list any skills or qualifications relevant to this job - (eg. Licences, permits, data entry)

Skill or Qualification	Where Obtained	Type or Level

When are you available to start work?

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As an Applicant for employment at TRUCK MOVES AUSTRALIA, you must agree to comply with certain policies and practices which are a part of the way we operate. Some of these are outlined below and we require you to read and acknowledge them as terms of your employment in the event that we offer you a job.

I, ...

ALCOHOL AND DRUGS

I UNDERSTAND THAT AS AN EMPLOYEE OF TRUCK MOVES AUSTRALIA PTY. LIMITED, (TRUCK MOVES AUSTRALIA) THE USE OR POSSESSION OF ALCOHOL OR ILLEGAL DRUGS AT WORK IS NOT PERMITTED. I AGREE NOT TO BRING ALCOHOL OR ILLEGAL DRUGS ONTO COMPANY PREMISES, NOR TO PRESENT MYSELF FOR WORK WHILST UNDER THE INFLUENCE OF ALCOHOL OR DRUGS, NOR CONSUME ALCOHOL OR ILLEGAL DRUGS DURING WORK HOURS. I AGREE NOT TO HAVE UNAUTHORISED POSSESSION OF ALCOHOL OR ILLEGAL DRUGS ON COMPANY PREMISES, OR IN A COMPANY VEHICLE. I AGREE NOT TO DRIVE OR BE IN CONTROL OF ANY MACHINERY OR VEHICLE WHILST UNDER THE INFLUENCE OF ALCOHOL OR ANY LEGAL OR ILLEGAL DRUG WHICH MAY AFFECT MY JUDGEMENT OR CONTROL.

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I UNDERSTAND THAT BECAUSE I WILL BE HANDLING COMPANY PROPERTY, AND PROPERTY ENTRUSTED TO THE COMPANY BY ITS CUSTOMERS, I WILL BE REQUIRED AT ANY TIME TO SATISFY THE COMPANY AUTHORITIES THAT I AM NOT IMPROPERLY IN POSSESSION OF COMPANY PROPERTY OR CUSTOMER'S GOODS. I UNDERSTAND AND ACKNOWLEDGE THAT THIS MAY INVOLVE THE SEARCHING OF BAGS, CASES, LOCKERS, CAR BOOTS AND OTHER PLACES OF CONCEALMENT AS MAY BE REQUIRED. I AGREE TO SUCH SEARCHES.

SMOKING

I ACKNOWLEDGE THAT TRUCK MOVES AUSTRALIA PROVIDES A SMOKE FREE WORKPLACE AND THAT I AM NOT PERMITTED TO SMOKE ON COMPANY PREMISES OR IN COMPANY VEHICLES, NOR TAKE UNAUTHORISED SMOKING BREAKS IN COMPANY TIME. I AGREE TO COMPLY WITH THIS POLICY.

DRIVER'S LICENCE

I UNDERSTAND THAT IF I AM ENGAGED IN A JOB THAT REQUIRES A DRIVER'S LICENCE, THE LAPSE, LOSS OR REVOCATION OF THAT LICENCE MAY RESULT IN MY TERMINATION. I ALSO UNDERSTAND THAT IF I DRIVE UNLICENCED, I MAY BE HELD PERSONALLY RESPONSIBLE FOR ANY LOSS TO THE COMPANY CAUSED BY MY ACTIONS.

SAFETY

I UNDERSTAND THAT I WILL BE REQUIRED TO FULLY COMPLY WITH COMPANY POLICY AND RELEVANT STATE AND FEDERAL LAWS TO PROTECT THE HEALTH AND SAFETY OF MYSELF AND OTHERS, THAT I MAY PLACE MY EMPLOYMENT AT RISK AND INCUR PERSONAL LIABILITY UNDER LAW FOR ANY UNSAFE ACT OR OMISSION FOR WHICH I AM RESPONSIBLE.

CONFIDENTIALITY AGREEMENT

I AGREE TO HOLD CONFIDENTIAL ALL COMPANY AND CUSTOMER INFORMATION THAT MAY COME TO MY ATTENTION AS AN EMPLOYEE OF THIS COMPANY. I UNDERSTAND THAT BREACHING THIS COMMITMENT MAY RESULT IN THE TERMINATION OF MY EMPLOYMENT. I UNDERSTAND THAT EVEN AFTER MY EMPLOYMENT CEASES, I MUST STILL KEEP CONFIDENTIAL ANY COMPANY OR CUSTOMER INFORMATION THAT CAME TO MY ATTENTION DURING MY EMPLOYMENT.

HARASSMENT AND DISCRIMINATION

I UNDERSTAND THAT HARASSMENT AND DISCRIMINATORY BEHAVIOUR OF ANY KIND TOWARDS OTHER EMPLOYEES OR CUSTOMERS IS NOT PERMITTED. I AGREE TO COMPLY WITH RELEVANT STATE AND FEDERAL LAWS WHICH PROHIBIT UNLAWFUL DISCRIMINATION AND HARASSMENT.

MEDICAL ASSESSMENT

I UNDERSTAND THAT ANY OFFER OF EMPLOYMENT WILL BE CONTINGENT UPON MEDICAL APPROVAL OF FITNESS FOR THE DUTIES OF THE POSITION. I AGREE TO TRUTHFULLY COMPLETE A PRE-EXAMINATION MEDICAL QUESTIONNAIRE AND SUBMIT TO A MEDICAL EXAMINATION INCLUDING DRUG SCREENING AS REQUIRED BY THE COMPANY. I AM AWARE THAT FAILURE TO DISCLOSE RELEVANT MEDICAL HISTORY IS DANGEROUS TO MYSELF AND OTHER WORKERS AND MAY LEAD TO MY TERMINATION WITHOUT NOTICE. I AM ALSO AWARE THAT FAILURE TO

DISCLOSE RELEVANT MEDICAL HISTORY WILL DIS-ENTITLE ME TO WORKERS' COMPENSATION FOR AGGRAVATION OF A PRE-EXISTING INJURY IN SOME STATES.

SECURITY CHECK

I UNDERSTAND THAT, DUE TO THE SENSITIVE NATURE OF SOME OF THE FREIGHT CARRIED BY TRUCK MOVES AUSTRALIA, A SECURITY CHECK ON MY BACKGROUND MAY BE CONDUCTED AS PART OF THE ASSESSMENT PROCESS.

DECLARATION

I UNDERSTAND THAT IT IS A PREREQUISITE TO EMPLOYMENT THAT I AGREE TO THE TERMS AND CONDITIONS SET OUT ABOVE AND THAT FAILURE TO COMPLY WITH THESE POLICIES WILL RESULT IN DISCIPLINARY ACTION AND MAY RESULT IN MY DISMISSAL. I DECLARE MY INTENTION TO COMPLY WITH EACH OF THESE POLICIES IN ALL RESPECTS WHILST EMPLOYED WITH TRUCK MOVES AUSTRALIA.

PLEASE NOTE THAT DURING YOUR EMPLOYMENT YOUR RIGHTS AND OBLIGATIONS, INCLUDING DUTIES AND RATES OF PAY, WILL ALSO BE GOVERNED BY THE PROVISIONS OF THE ENTERPRISE AGREEMENT OR AWARD THAT IS THEN IN FORCE AND APPLICABLE TO THE WORK PERFORMED BY YOU AT THAT TIME. THE PROVISION OF SUCH ENTERPRISE AGREEMENT OR AWARD WILL TAKE PRECEDENCE OVER THE TERMS AND CONDITIONS CONTAINED IN THIS APPLICATION, TO THE EXTENT OF ANY INCONSISTENCY. HOWEVER, THE PROVISIONS OF ANY ENTERPRISE AGREEMENT OR AWARD ARE **NOT** INCORPORATED INTO THE TERMS AND CONDITIONS CREATED BY YOUR ACKNOWLEDGEMENT OF THE INFORMATION SET OUT HEREIN.

TASKS AND DUTIES

YOU MUST AT ALL TIMES DILIGENTLY AND FAITHFULLY PERFORM ALL YOUR DUTIES AND RESPONSIBILITIES IN THE BEST INTEREST OF TRUCK MOVES AUSTRALIA IN COMPLIANCE WITH ALL LAWFUL DIRECTIONS OF MANAGEMENT.

TRUCK MOVES AUSTRALIA MAY, AT ITS DISCRETION AND WITHOUT NOTICE, CHANGE YOUR WORKPLACE, DUTIES, CLASSIFICATION, GRADE, RATES OF PAY, HOURS OF WORK OR REPORTING RELATIONSHIP AT ANY TIME IN ORDER TO MEET ITS BUSINESS NEEDS. **YOU AGREE THAT YOU WILL NOT CLAIM OR RECEIVE COMPENSATION FOR ANY SUCH CHANGE.**

REMUNERATION

WORKING WEEK IS MONDAY - SUNDAY.

ALL WAGES DUE WILL BE PAID WEEKLY DIRECTLY INTO YOUR NOMINATED BANK ACCOUNT.

YOUR WAGES INCLUDE COMPENSATION FOR ATTENDANCE AT THE TRUCK MOVES AUSTRALIA INDUCTION PROGRAMME WHICH MUST BE COMPLETED PRIOR TO COMMENCEMENT.

HOURS OF WORK

YOUR HOURS OF WORK, INCLUDING STARTING AND FINISHING TIMES FOR EACH DAY, WILL BE AS DETERMINED BY YOUR SUPERVISOR. IT IS ALSO A CONDITION OF EMPLOYMENT THAT YOU MUST WORK REASONABLE OVERTIME AS DIRECTED.

IF YOU ARE UNABLE TO ATTEND WORK ON ANY ROSTERED DAY DUE TO PERSONAL INJURY OR ILLNESS, OR FOR ANY OTHER REASON, YOU MUST ADVISE YOUR SUPERVISOR AT LEAST ONE HOUR PRIOR TO SCHEDULED STARTING TIME.

IF YOU ARE ABSENT WITHOUT PERMISSION, TRUCK MOVES AUSTRALIA COULD CONSIDER IT IS YOUR INTENTION NOT TO RESUME WORK AND THEREFORE, PUT ANOTHER PERSON IN YOUR POSITION.

SUPERANNUATION

TRUCK MOVES AUSTRALIA WILL MAKE SUPERANNUATION CONTRIBUTIONS INTO A SUPERANNUATION FUND ON YOUR BEHALF IN ACCORDANCE WITH STATUTORY REQUIREMENTS.

POLICIES AND PROCEDURES

YOU MUST AT ALL TIMES COMPLY WITH TRUCK MOVES AUSTRALIA POLICIES, PROCEDURES, RULES AND MANAGEMENT DIRECTIONS AS ADVISED FROM TIME TO TIME. THESE DEAL WITH SUCH MATTERS AS: SAFE WORK PRACTICES, PERSONAL GROOMING AND APPEARANCE, CLOTHING AND FOOTWEAR, ATTENDANCE AT TRAINING PROGRAMMES, BEHAVIOUR AND PERFORMANCE STANDARDS, CONSUMPTION OF ALCOHOL, THE SEARCHING OF LOCKERS AND PRIVATE VEHICLES, UNAUTHORISED ABSENCES, PROVISION OF FULL AND ACCURATE INFORMATION AND SPECIFIC WORK PRACTICES. TRUCK MOVES AUSTRALIA MAY AT ITS DISCRETION CHANGE ANY OF ITS POLICIES, PROCEDURES, RULES OR DIRECTIONS. IF AT ANY STAGE YOU ARE IN DOUBT ABOUT CURRENT REQUIREMENTS, YOU MUST SEEK CLARIFICATION FROM YOUR SUPERVISOR WITHOUT DELAY.

