



EMPLOYMENT APPLICATION



***Our Values:
Safety, Care and Respect, Teamwork, Open and Honest,
Accountable***

Introduction

Thank you for applying for a position with the Dyson Group of Companies (Dysons)

This employment application forms part of Dysons overall employment program. Please read the following information carefully and then provide the details requested so we can evaluate and process your application quickly and effectively.

Company Overview

Dysons commenced in 1952 in the northern suburbs of Melbourne, and it has since developed to be one of Melbourne's largest operators.

Dysons is a proud family company with Metropolitan and Regional Depots in Victoria and New South Wales. We provide a vast range of passenger services including Route services, V/Line, Charter, School bus runs for both Private and Government.

Applying for a position at Dysons

You must complete this application form and provide a **certified copy** of your qualification attainment certificates in order for us to accept your application. It is recommended that you also provide a copy of your updated resume and a cover letter.

Interview and Selection Process

The selection of candidates for positions at Dysons is determined by skills, knowledge, experience and the personal qualities that best match the job requirements; along with the individual's ability to work in a manner that aligns with the company's Vision and Mission.

Your ability to do the job will be assessed through interview questions, referee checks and other job relevant assessments as required.

Referee Check

Your referees will be contacted if you are shortlisted following an interview. Your nominated referees must include professional contacts for whom you have worked in the past (e.g. previous supervisor / manager)

Criminal Records Check

A police check is required for all Dysons staff. Having a previous conviction does not necessarily disqualify you from selection. You will be given the opportunity to discuss the matter before any final decision is made.

Medical Assessment

Candidates must be prepared to undergo a company medical assessment (at the company's expense) which includes providing a urine sample for the purposed of drug testing and undertaking a physical assessment.

Once employed staff must be prepared to undertake random drug and alcohol testing.

Working with Children Check

When applying for a position in child-related employment a Working with Children check will need to be undertaken by you. This is a formal process of checks to determine your suitability to work with children or have unsupervised access to children in your work. This check takes into account relevant criminal records.

Important Information

To maximise your opportunity for employment at Dysons, the following is suggested:

A cover letter should be attached to your application addressing your relevant skills and experience.

Details concerning the required selection criteria (skills, experience and capacities) are contained in the position description. The position description and application form is available from Reception (03) 9463 3999 or from our website www.dysongroup.com.au:

Post to:

Careers

Dyson Group of Companies

121 McKimmies Road

BUNDOORA VIC 3083

Email to:

careers@dysongroup.com.au

Depot drop off:

Between 8.30 – 5pm Mon-Fri

If short listed, you will be contacted to attend an interview at a suitable time.

EMPLOYMENT APPLICATION FORM

Date of Application:

PERSONAL DETAILS

Full Name:

Date of Birth: *(Optional)*

Place of Birth: Australia

Birth:

Other *(please provide details)*

Gender Male Female Transgender Non-binary Prefer not to respond

Immigration Status: Working Visa

Resident

Australian Citizen

* Documented proof of your right to work in Australia must be provided before an offer of employment can be made.

Residential Address:

Contact Details:

Home Phone:

Mobile:

Other:

Email:

TYPE OF ROLE APPLYING FOR

Fleet Workshop

Fleet Bodyshop

Fleet Yard

Admin

Other

LICENCES AND DETAILS

Licence Details

Heavy Vehicle Licence

Qualifications

Working with Children Check

DIVERSITY INFORMATION

Aboriginal or Torres Strait Islander

Long Term Unemployed

Single Parent

Disability

Migrant, Refugee, Asylum Seeker

Workers in transition

Unemployed Young Person

EMPLOYMENT HISTORY

Please provide details of employment for the last 10 years starting with the most recent employer.

NAME of EMPLOYER	COMMENCED	FINISHED	ROLE
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REFERENCES

NAME	NUMBER	COMPANY	TITLE
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As part of the recruitment process the Dyson Group of Companies request the contact details of professional referees in order to verify the information supplied on this application and to make enquiries relevant to your application. Do you authorise Dysons to make contact with your supplied referees for this purpose?

No Yes

HEALTH SAFETY & WELLNESS

It is very important that Dysons has a thorough understanding of your health and wellbeing to determine whether you are able to perform the inherent requirements of the position you have applied for safely.

You are required to disclose all of your pre-existing injuries and diseases that you are aware of that could be affected by the nature of your proposed employment.

Should you fail to disclose, provide incomplete information, or make false and misleading disclosure about a pre-existing injury or disease, you may not be entitled to receive workers compensation in the event that your condition deteriorates, recurs or is aggravated, accelerated or exacerbated through the course of your work at Dysons.

WELLNESS

Are you aware of any pre-existing injuries or diseases that could be affected by the nature of your proposed employment?

No Yes If yes, please provide details

Successful applicants may be required to perform the following tasks. Do you have a pre-existing injury or disease that could be affected by performing any of the following job functions?

- | | | |
|--|------------------------------|-----------------------------|
| • Sitting for long periods of time | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Standing for long periods of time | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Lifting and carrying heavy objects | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Reaching above shoulder height | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Using a computer / tablet /onboard system | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Clerical duties such as writing, reading or data entry etc | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Trade specific functions of the role you are applying for | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

COMPENSATION

Have you ever received or are you currently receiving any Workers Compensation for any injury or disease? No Yes

If you have answered Yes, please complete the following:

Date of injury or illness:

Employer at the Time:

Period of injury or illness:

Injury Details:

DECLARATION

I hereby declare:

- A. That the answers to the above questions are, to the best of my knowledge, true and correct.
- B. I fully understand that I must agree to register a zero (0.00%) drug and alcohol level at all times during working hours or at any other time whilst in charge of a company vehicle plant or equipment and that I may be requested to undertake a drug and alcohol test to determine this.
- C. That I agree to undergo any medical examination (at the expense of the company) as may be requested by Dysons, whether before or after employment has commenced.
- D. That if my application for employment is accepted, I will be bound by and will at all times observe and respect such terms and conditions of employment and such policies and rules as may from time to time be specified or otherwise stipulated by Dysons.
- E. I fully understand that if any information I provide throughout the entire recruitment process, including my answers to any of the questions contained in this application form, are misleading, or do not disclose a condition or restriction that inhibits me from meeting the full requirements of the position to which I am appointed, that Dysons will consider it to be repudiation of the contract of employment resulting from this application, for which termination of employment will be justified.

Applicants
Name:

Applicants
Signature:

Date: