



ABN 95 109 758 054 ACN 109 758 054

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 ORANGE NSW 2800
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 F 02 6362 8794
jobs@orangecouriers.com.au

EMPLOYMENT APPLICATION

POSITION APPLIED FOR (if known)	
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PERSONAL DETAILS			
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Surname		Given Names		
Preferred Name				
Address				
City			State	Postcode
Work phone		Home phone		
Mobile phone		Email		

CURRENT QUALIFICATIONS		
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Qualification title	Institution / Training provider	Year completed

Are you currently undertaking study/training (tick one) Yes No

Course/program name

Is your study / training Full-time Part-time Distance Other

What type of work are you available for? (tick one)	Full-time	Part-time	Casual
When would you be available to start?			

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REFERENCES (please provide details of three people who can speak on your behalf regarding your work history)

Name	Contact Number	Position held/working relationship (for example: supervisor)	Office use only Check – Initial/Date

**Reference check will be conducted legally and in an ethical manner and all information derived will remain confidential.*

DRIVERS LICENCE DETAILS

Drivers Licence Number		Licence Expiry Date		Licence Class	
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*****NOTE: You will be required to produce a current copy of your driving history.**

Do you hold a;

				Number	Expiry Date
Forklift Licence	Yes	No			
Dangerous Goods by Air Certificate	Yes	No			
Dangerous Goods by Road Certificate	Yes	No			
RACA Training	Yes	No			

DRIVING HISTORY

	Driving Experience				Local knowledge
	Less than 1 year	Less than 2 years	Less than 5 years	5 years and over	
Car					Poor
Light Rigid Trucks					Average
Heavy Rigid Trucks					Good

Have you had any vehicle accidents in the last 5 years Yes No

If yes, please list details of vehicle accidents;

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EMPLOYMENT AND WORK EXPERIENCE HISTORY

Present / Last Employer	Position Held		
Address	Contact Name	Contact Number	
Duties	Start Date	Finish Date	
Reason for leaving			

Present / Last Employer	Position Held		
Address	Contact Name	Contact Number	
Duties	Start Date	Finish Date	
Reason for leaving			

Present / Last Employer	Position Held		
Address	Contact Name	Contact Number	
Duties	Start Date	Finish Date	
Reason for leaving			

MEDICAL HISTORY

Would you describe your general health as:

Poor
 Below Average
 Average
 Above Average
 Excellent

Are you currently being treated for OR have you had any of the following;

	YES	NO		YES	NO		YES	NO
Head Injury			Epilepsy / Fits / Dizziness			Speech problems		
Neck Injury			Severe Headaches			Sinusitis		
Back Injury			High Blood Pressure			Hernia		
Backache			Artery or Vein Problems			Abdominal Trouble		
Arm/wrist/hand injury			Asthma			Indigestion / Ulcers		
Leg/knee/foot injury			Respiratory Problems			Other Medical Illness		
Any other bone injury			Lung Disease			Cancer or Tumour		
Swollen joints			Emphysema			Blood Disorder		
Rheumatism / arthritis			Heart Disease			Diabetes		
Visual defects			Depression			Overactive Thyroid Gland		
Ear or throat problems			Anxiety			Underactive Thyroid Gland		
Liver Disease			Sleep Apnoea			Are you a smoker?		

If yes to any of the above, you must provide further details below;

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If you are taking prescription medication please list below;

WORKERS COMPENSATION HISTORY

Have you made any workers compensation claims in the past? Yes No

If yes, please provide details

Date of Injury	Injured part of the body

Are you currently receiving a Workers Compensation payment? Yes No

If yes, please provide details

Do you have any Workers Compensation claims against former employers pending? Yes No

If yes, please provide details

Have you made any Common Law claims on previous employers? Yes No

If yes, please provide details

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CONVICTIONS & OFFENCES

Have you ever been convicted of a criminal offence?

Yes

No

If yes, please provide details

	YES	NO
Dangerous operation of a motor vehicle		
Careless driving		
Organising, promoting or taking part in racing and speed trials		
Wilfully starting or driving a motor vehicle in a way that makes unnecessary noise or smoke		
Evade police		
Driving a vehicle while it is uninsured and unregistered		
Unlicensed driving		
High-range drink driving – 0.15% and over		
Exceeding the speed limit by more than 40km/h		
Drive an illegally modified vehicle not complying with the prescribed sections of the vehicle standards & safety		
Failure to supply a specimen of breath or blood		
Driving while under a 24 hour suspension		

If yes, please provide details or each offence and date.

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TRAINING & EDUCATION

Which levels of education have you successfully completed?

	Name of Course	Name of issuing body	Year completed
High School			
Trade Qualification			
Certificates I, II, III or IV			
Certificates of Competency			
Under Graduate			
Post Graduate			

NOTE: Please provide copies of your education and training certificates

Further training and education details:

LITERACY & NUMERACY STATEMENT

I warrant I am able to read and write and complete basic addition, subtraction, multiplication and division tasks?

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Important notes for acknowledgement by all applicants

With regard to this application and the Privacy Act 1998 (as amended), it is agreed and understood that:

1. Completing this application will not assure employment by Orange Courier Service Pty Ltd.
2. This application was completed by me; all entries on it and information in it are true, correct and complete to the best of my knowledge. I understand that any mis-representation, false or mis-leading of information given shall be considered an act of dishonesty. Any act of dishonesty will result in my employment being terminated by Orange Courier Service Pty Ltd.
3. I will furnish any information or documents reasonably required by Orange Courier Service Pty Ltd.
4. I hereby authorise Orange Courier Service Pty Ltd to investigate my previous record of employment for the purposes of verification of the information provided in this application.
5. In the event of my leaving Orange Courier Service Pty Ltd for any reason, I authorise Orange Courier Service Pty Ltd to answer any and all enquiries from prospective employers.
Answers to such questions will be limited to my reasons for leaving, my conduct, experiences and qualifications whilst employed by Orange Courier Service Pty Ltd.
6. I agree that upon ceasing employment with Orange Courier Service Pty Ltd either voluntary or involuntarily, I will return all company property. Otherwise, I understand the cost of the unreturned property will be deducted from my final pay and/or accrued entitlements. Additionally any outstanding agreed training expenses will be deducted from my final pay.
7. If Orange Courier Service Pty Ltd requires, I consent to undertake a medical examination at the expense of Orange Courier Service Pty Ltd and I authorise the release of any relevant information associated with any pre-existing injury or medical condition to Orange Courier Service Pty Ltd, provided that such information is relevant to my employment.
8. If offered employment with Orange Courier Service Pty Ltd, I understand that my employment conditions are expressed in my Letter of Appointment, Orange Courier Service Pty Ltd Code of Conduct, General Safety Induction, Orange Courier Service Pty Ltd Safety Management System, Policy Manual, Standard Operating Procedures, NHVAS, The National Logistics Safety Code for Retail and any other company risk assessments, work method statements, manuals and documents. I will be given access to these documents and manuals on commencement of and at my request at anytime during my employment at Orange Courier Service Pty Ltd.
9. I acknowledge that if offered employment by Orange Courier Service Pty Ltd and in my role as a driver, failure to maintain a current, valid driver's licence for the vehicles I was employed to drive will result in termination of my employment.
10. I acknowledge that if I make a false or mis-leading disclosure regarding a pre-existing injury or medical condition, I or any other claimant will not be entitled to compensation or to seek damages for any event that aggravates the pre-existing injury or medical condition.
11. If offered employment by Orange Courier Service Pty Ltd I agree to wear uniforms and personal protective equipment (PPE) as directed by the company and by our customers.
12. In the event that I am not employed by Orange Courier Service Pty Ltd on this occasion I authorise Orange Courier Service Pty Ltd to retain this Employment Application on file for up to 12 months.
13. My employment is confirmed only when I receive a duly completed Letter of Appointment signed by a duly authorised Orange Courier Service Pty Ltd General Manager and my prospective Manager or Supervisor and I have completed a full Company and Site Induction.
14. I am responsible for paying any fines or penalties incurred as a direct result of my actions whilst driving Orange Courier Service Pty Ltd vehicles.
15. I will not disclose any confidential information obtained during my employment with Orange Courier Service Pty Ltd except that which is in the public domain or that I am required to disclose as a matter of law.

I have read, understood and agree to all of the above.

DECLARATION OF APPLICANT			
I declare that the answers to the foregoing questions are to the best of my knowledge true, correct and complete in every particular. If this employment application is successful, I understand that any false or mis-leading declaration made by me in the application will remove my right to compensation or to seek damages and subjects me to instant dismissal.			
Signed		Position	
Name		Date	

NOTE: If completing this Employment Application online you may sign at interview.