



Please complete all sections

PERSONAL DETAILS

Name:		Date:	
Address:			
	Phone No. (H):	Phone No. (M):	
Email Address			

JOB AVAILABILITY & LOCATION

Position applying for:		Location:	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual	Registered with an employment agency? (Please provide details if applicable)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

JOB CAPACITY

Are you capable of undertaking all of the requirements of the position you are applying for as set out in the attached position requirements?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
---	------------------------------	-----------------------------

Can Richers Transport Pty Ltd make any modifications to equipment to enable you to do this job safely given any medical condition or impairment you may have?

<input type="checkbox"/> YES (provide details)	<input type="checkbox"/> NO
--	-----------------------------

Please state all pre-existing injuries or medical conditions existing that could reasonably be expected to be aggravated by performing your employment related duties as stated in the attached Position Requirements. By leaving this section blank you are confirming that you do not have any previous injuries.

NOTE: In accordance with the *Workers Compensation and Rehabilitation Act 2003* (Qld) section 571C, if you knowingly make a false or misleading disclosure, you or any other claimant will not be entitled to compensation or to seek damages for any event that aggravates a pre-existing injury or medical condition.

LICENCES (All relevant licences are required to be sighted and photocopied at interview)

Drivers Licence No:		State of Issue:	
Classes:		Renewal Date:	
Are you prepared to sign the relevant document/s to allow us to obtain your driver history in any State in Australia?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Forklift Licence No.:		Expiry Date:	
Other Licences: (please detail)			

DRIVING HISTORY (Please provide details of driving incidents, accidents and infringements within the last 5 years)

SPECIAL SKILLS OR TRAINING (Applicable to employment – e.g. mechanical or trade qualifications)

Employee Initials: _____



EDUCATION

High School Level Reached:

TAFE Qualification:

Tertiary Qualifications Attained and Year:

Fatigue Management Course: Yes / No

Other Competencies e.g. Forklift Licence No:

Licence No:

EMPLOYMENT HISTORY (Start with most recent)

Employer: From: To:

Supervisor Name/s: Phone No.:

Location: State:

Duties:

Reason for Leaving:

Employer: From: To:

Supervisor Name/s: Phone No.:

Location: State:

Duties:

Reason for Leaving:

Employer: From: To:

Supervisor Name/s: Phone No.:

Location: State:

Duties:

Reason for Leaving:

Employer: From: To:

Supervisor Name/s: Phone No.:

Location: State:

Duties:

Reason for Leaving:

Have you worked for Richers Transport previously? ☐ YES (provide details) ☐ NO

Employee Initials: _____



APPLICATION CHECKLIST

- | | |
|--|--|
| <input type="checkbox"/> All fields have been filled out | <input type="checkbox"/> Copy of 5 year traffic history attached (QLD Transport) |
| <input type="checkbox"/> Copy of licence/s attached | <input type="checkbox"/> Resume is attached (please read disclosure statement) |

POLICE CHECKS

Richers Transport and its associated entities may require a criminal history check with both State and Federal Police from time to time, where it is relevant to the requirements of a particular role.

Do you consent to providing us with a National Police Certificate or similar check (NPC), or to us obtaining one on your behalf, and to your NPC being shared with relevant customers?

(NB: this process may require the provision of ID documents to a third party).

Any cost in obtaining your NPC will be borne by us.

Yes ☐ No ☐

DISCLOSURE STATEMENT (Please read and sign below)

- The information provided by me in this application for employment is true and correct to the best of my knowledge.
- I understand that if I am employed, any deliberately misleading or false information found to be given in this application may result in my immediate dismissal.
- I agree to have my photo taken (face/shoulders) during the company induction process for HR file information.

I AGREE TO THE COMPANY'S EMPLOYMENT CHECKING PROCESS, AND TO UNDERTAKE A COMMERCIAL HEAVY VEHICLE DRIVERS MEDICAL EXAMINATION AND DRUG & ALCOHOL TEST AS PART OF THE SELECTION & RECRUITMENT PROCESS.

Applicant's
Signature:

Date:

Employee Initials: _____



PRIVACY COLLECTION NOTICE

Richers Transport Pty Ltd (A.C.N. 009 721 788) (Richers Transport) is committed to protecting the privacy of your personal information, including sensitive information. The collection, use and disclosure of personal information is regulated by the *Privacy Act 1988* (Cth). You can access our full privacy policy on our website at www.richers.com.au

By filling out the form above, you are consenting to providing Richers Transport with personal information, including information that may be categorized as 'sensitive information' under the *Privacy Act*. This information is being collected for Richers Transport's hiring purposes and to determine the capacity and qualifications of applicants to perform the relevant job. The information will be used to assist Richers Transport in making hiring decisions.

The information is collected for Richers Transport's internal decision-making and planning purposes only and will not be disclosed, other than to employees involved in the recruitment process, or where required by law.

You do not have to provide us with the information sought in this form. However, if this information is not provided, Richers Transport may refuse to consider your application.

If you wish to access or correct information which we have collected, or make a complaint about a breach of the *Privacy Act 1988* (Cth), please refer to the information available in our privacy policy.

Employee Initials: _____



Position Title: Professional Driver

Position reports to: Fleet Manager

Capability Requirements

(NOTE: this is an abbreviated description of duties designed to assist applicants to determine whether the requirements of the position are within their physical capabilities)

- Hook and unhook trailers from prime movers or lead trailers (B Double) and cranking lever to raise and lower legs on semi-trailers and/or the front lead trailer.
- Load and unload trailer, either individually or with the assistance of authorised personnel.
- Perform frequent lifting, pulling and pushing.
- Safely secure load using assigned tie down points in accordance with the NTC Load Restraint Guide.
- Inspect vehicle for defects and safe operating condition before, during and after trips and submit written reports on the condition of the vehicle and trailing equipment at the end of each trip or shift.
- Check load documentation to determine the nature of load and to check for the presence of dangerous goods.
- Drive the vehicle/vehicle combinations to destinations in accordance with the regulations and company procedures.
- Apply knowledge of commercial driving and skills in manoeuvring vehicle at varying speeds in difficult situations, such as heavy traffic, inclement weather or in tight loading dock areas.
- Complete relevant paperwork, work diary and entry on required electronic devices.

Position Specifications — Eligibility Requirements

- Must be available for around the clock trips to accommodate freight movements and must be able to be away from home for extended periods of time.
- Must meet or exceed the medical standards set by the NTC.

Physical and Manual Handling Requirements

- Must be able to sit and remain alert while driving for an aggregate period of up to the maximum legal working hours.
- Must be able to shift manual transmission and operate foot pedals.
- Must be able to perform occasional squatting and crouching to handle and position freight/loads.
- Must be able to enter and exit the vehicle's cab as often as required. Cab floor level is generally 1 to 1.5 metres above ground level, with entry and exit achieved with the assistance of various configurations of steps and handholds: also requires occasional bending, climbing, squatting, crouching and balancing.
- Manual lifting and carrying of heavy loads where no other options are reasonably available.
- Must be able to occasionally reach above shoulder level, at waist level and below waist level for manoeuvring and directing the controls to operate the vehicle.
- Must be able to frequently reach for freight at waist level and occasionally reach for freight above or below shoulder height.
- Use mechanical assistance suited to the load and task (i.e.) Forklift (if licensed to operate this), Pallet Jack etc.
- Must be able to spend at least 25% of the day standing and 25% of the day walking on surfaces such as concrete, wood and metal and sometimes on slippery and wet surfaces.

Employee Initials: _____



- Must be able to hook/unhook various commercial vehicle combinations, manually lower and raise landing gear, operate the fifth wheel release lever, attach and release safety chains, open and close cargo doors and trailer curtains, climb in and out of vehicles, re-fuel vehicles and perform basic vehicle safety checks as well as check engine oil and coolant levels.
- Must be able to restrain loads on vehicles using all necessary load restraint equipment.

Work Environment

- Drivers may spend significant periods out-of-doors, exposed to potentially difficult environmental conditions.
- Drivers may be subject to irregular work schedules, temperature and weather extremes, long trips, short notice for assignment of a trip, tight delivery schedules, delays on route and other stresses and fatigue relating to driving a large commercial vehicle on crowded streets and highways in all kinds of weather.
- Drivers typically spend 90% of on duty time in the truck. While driving, operators are exposed to noise and vibration levels that may be higher than experienced in a passenger car.

Duties & Responsibilities:

The Company Driver/Operator is required to plan routes and delivery schedules where appropriate, ensuring time is used effectively and in consultation with your Manager.

- Ensuring all paperwork is completed in a timely and efficient manner and handed into the designated place in Drivers Key Room on completion of journey.

Health and Safety Requirements

- Drivers must at all times comply with Richers Transport's health and safety policies and procedures.

This list does not cover all aspects of the role. We have tried to outline the main duties and responsibilities that we believe make up the role of a Fleet Driver / Operator at Richers Transport. Where other main duties or responsibilities are identified, discussion should be held with senior management to ascertain the need for these duties to be included into this position description.

Acceptance of Employment Offer:

I, I have read and understand and accept the requirements of the role.

Signature: Date:

Employee Initials: _____