



EMPLOYMENT APPLICATION FORM

TDG-Form-EA

SECTION 1 – YOUR DETAILS

First Name:		Surname:	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>			
Email Address			
Residential Address			Postcode
Mobile Number	Home phone Number		
Date of Birth	____/____/____		

SECTION 2 – EMPLOYMENT HISTORY DETAILS

Position you are applying for?

Casual - Probationary TC (No field experience)

Casual - Traffic Controller (With experience) How Many Months / Years

Please list your employment history or last 3 employers (this may include voluntary employment).

Position	Employer	Dates Employed	Reason for Leaving
1.			
2.			
3.			

SECTION 3 – REFEREE DETAILS

Please list the details of two referees who can be contacted to provide either employment or character references. Where employment referees may not be available, references may include a contact from school/university i.e. teacher or family friend as a character reference.

	Referee 1	Referee 2
Referee Name:		
Organisation:		
Referees Position:		
Referee telephone number:		
Referee email address:		

SECTION 4 – RIGHT TO WORK DETAILS

Are you an Australian or New Zealand permanent resident or citizen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Proceed to next section	Complete this section

Please note: you will be required to provide proof of your residency status (Visa and Passport) if you are successful through the interview process. Providing this information authorises the Department of Immigration and Citizenship to release the details of



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your work rights status. This allows Traffic Diversions Group P/L to ensure we comply with Australian Visa requirements and enables you to be assigned work appropriately according to your Visa type.

What hours does your Visa allow you to work per week?	0 – 10	11 - 20	21 - 30	31+
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SECTION 5 - QUALIFICATIONS/ LICENCES/ TICKETS

Ticket - License - Certificate	Number	Date of issue	Date of Expiry	Additional information
Driver's License Automatic / Manual LT / MR / HR				State:
Stop Slow Ticket				RIIOHS205A–3 yr. renewal 506 RIIWHS205D
Implement Traffic Management Plans				RIIOHS302A–3 yr. renewal 507 RIIWHS302D
Construction Induction Ticket (White card)			NA	No Renewal date
First Aid Certificate Level 1 or 2				3 yearly renewal
CPR refresher				12 monthly renewal
Draw Traffic Management Plans				RIICWD503D – 3 yr. renewal 503
Pegasis Card				
RWI – Rail Workers Industry Card				

SECTION 6 – PRE-EXISTING INJURY / ILLNESS & Drug & Alcohol testing

<p>Do you have any pre-existing illness or injury which may impact on your ability to safely perform the inherent requirements of the position(s) for which you have applied? (The inherent requirements of this position include repetitive actions and physical work involving lifting and/or standing for long periods). Please be aware that failure to disclose such a condition may result in you not being paid compensation for that condition in the event of any aggravation or exacerbation.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If the answer to the above question is “yes” please disclose the nature of the injury.

<p>TDG cannot control outbursts of aggression shown by the public towards a Traffic Controller. This abuse must not be taken personally and verbal abuse must not be retaliated back. Please tick yes/no if you are able to comply with this clause.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<p>If required, do you consent to having a Pre-employment medical examination to determine your capacity to safely perform the inherent requirements of the position for which you have applied? This will be at the cost of TDG</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<p>Do you consent to having random Drug / Alcohol testing while under the employment of TDG?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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SECTION 7 – EMERGENCY CONTACT DETAILS

Please provide details of two nominated notifiable emergency contacts - family members or friends.

	Emergency Contact Person 1	Emergency Contact Person 2
Name of Contact		
Relationship to Person		
Phone Number #1		
Phone Number #2		

SECTION 8 – PRIVACY STATEMENT

Personal information collected via this application will only be used for the purpose of recruitment by Traffic Diversions Group P/L. The information you submit to us may be disclosed to referees, our team members who are involved in recruitment or support roles, security organisations, recruitment agencies and other third parties who assist us in the recruitment process.

If you choose not to provide any of the information requested, we may be unable to send you information, fully process your application, or properly consider you for employment. Any information we collect about you in future will be used and disclosed in the same manner as described above unless we tell you otherwise in advance. You may request access to personal information about you that is held by us.

Consent and Warranty

I consent to Traffic Diversions Group P/L using and disclosing my personal information in the manner described above.

SAFETY INSTRUCTIONS:

Our Company requires that all Employees and Subcontractors actively work towards achieving a safe workplace environment.

- **All Work** shall be carried out in the safest manner.
- **All Employees and Subcontractors** are to comply with Occupational Health and Safety requirements.
- Where applicable, adequate **Personal Protection Equipment (PPE)** MUST be worn correctly where there is a risk of injury (Safety Vests, Gloves, Safety Glasses, Safety-boots, Hardhats, Overalls for night works, Wet weather gear, Wide-brimmed hats, Sunscreen, Long Sleeve Polo Shirts and Ear plugs), Uniforms can be purchased from TDG on request.
- **TDG enforces a 000 rating No Drugs or Alcohol** is to be present in your system during work hours or while driving TDG vehicle to-and-from site.
- **No Smoking** in TDG work vehicles or in any of their Premises.
- **Harassment/Bullying** will not be tolerated towards another employee within work hours or outside of the work place. (Sexual and/or Racial vilification included).
- **Manual Handling:** never attempt to lift, push, pull or carry beyond your capacity.
- **All Accidents, Injuries or Near Misses** are to be reported immediately to your supervisor this includes accessing first aid kits. Photos are to be taken of damage and other parties' license details. Incident report forms must be completed within 24hrs. A \$600 dollar excess fee may also be deducted from an employee's wages over a 6 week period.
- **Housekeeping and Clear Access Ways:** Rubbish generated on site and in vehicles is to be removed. Site exits, walkways & vehicle exits must be kept clear. All signage is to be secured on the vehicles before driving.
- **Mobile Phone use** whilst operating as a traffic controller IS A RISK to safety. Mobile phone calls or sms' are to be kept limited to emergency's or when communication with the client is necessary – conducted safely out of the work site.
- **Safety Signs:** Observe all additional safety signs; they are posted for your protection.
- **TDG have processes in place to keep you up to date with workplace safety issues. If you have health and safety concerns about the work you are doing please approach your Team Leader or Operations Co-ordinators/Manager.**
- It is the **responsibility of every person** on site to ensure that safe work practices are undertaken on site. All incidents must be reported to TDG Operations Co-coordinators/Managers.



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CUSTOMER & CLIENT RELATIONS:

- **Members of the Public & Clients** perception, is an important and reflective representation of the overall company. All employees shall conduct themselves in a professional and courteous manner at all times.
- **Client's** requests should be adhered to (where possible) all be it safely. If you believe there is a concern for safety, raise it with the client if they do not hear your concerns you must call your immediate supervisor. 1300482287
- **Conflict Resolution.** Employees are encouraged to be mindful of their own conduct when managing conflict by remaining calm. Time delays due to works being carried out are usually the cause of frustration for members of the public, **NOT** the Traffic Controllers themselves, DO NOT TAKE COMMENTS DIRECTED AT YOU PERSONALLY. Retaliating to outbursts of frustration with argumentative, aggressive, or defensive actions and statements will escalate conflict and potentially create further negative effects. **WILL NOT BE TOLERATED.**
- **Personal Presentation** is also a reflection of the overall company. All employees shall appear neat, clean and tidy on commencement of shift.
- **Radios & Communication:** Radios are required on all job sites. Radios must be fully charged and ready to use at all times. TDG does not take any responsibility for the loss or damage of employee's radios. 5.Watt radios are required.

I warrant that:

- I have read and understand the above statement.
- I am qualified to work in Australia, and if requested, can provide evidence of that fact (birth certificate, citizenship certificate, photo ID and/or working Visa, as appropriate)
- All the information I submit (including this form and any attached resume) is true and complete. I understand that any false or misleading information I provide may lead to rejection of my application, review of any employment I accept with Traffic Diversions Group P/L and potentially my dismissal from such employment.

SECTION 10 – AUTHORISATION OF EMPLOYEE

I hereby authorise TDG Payroll to credit my salary/reimbursements/wages to the financial institution accounts as identified above.

Signature:

Date ____/____/____ (DD/MM/YY)

- I have disclosed all relevant information in relation to my mental and physical ability to safely carry out the inherent Requirements of the position(s) for which I have applied.

IN SIGNING THIS INDUCTION FORM, I ACKNOWLEDGE THAT I HAVE ATTENDED THE SITES INDUCTION AND I AGREE TO PERFORM ALL MY ACTIVITIES IN ACCORDANCE WITH THE RELEVANT ACTS AND REGULATIONS, THE CODES OF PRACTICE AND THE ITEMS REFERRED TO HEREIN.

SIGN:

DATE:



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SECTION 9 – BANKING DETAILS	
Main Account (MUST be completed)	
Name that account is held in	
Name of Financial Institution	
BSB Number	
Account Number	
Secondary Account (Optional)	
Name that account is held in	
Name of Financial Institution	
BSB Number	
Account Number	

SECTION 1. COMPLETED

SECTION 2. COMPLETED

SECTION 3. COMPLETED

SECTION 4. COMPLETED

SECTION 4. COMPTETED

SECTION 6. COMPLETED

SECTION 7. COMPLETED

SECTION 8. COMPLETED

SECTION 9. COMPLETED

SECTION 10. COMPLETED

EMPLOYEES FULL NAME:	INDUCTING OFFICER FULL NAME:
SIGNATURE OF EMPLOYEE:	SIGNATURE OF INDUCTING OFFICER:
DATE:	DATE:
OFFICE USE ONLY	Entered by:
TDG Employee #	Date entered into Payroll:



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ADDITIONAL COMMENTS:

[This section contains 18 horizontal lines for entering additional comments.]