



## EMPLOYMENT APPLICATION

**Dyson**  
GROUP  
OF COMPANIES



*Our Values:  
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

Our history commenced in 1952 in the northern suburbs of Melbourne with a four bus operation servicing the local area. Today it has developed to be one of Melbourne's largest operators with a respected name that the directors, management and staff are proud to be part of.

Dysons is a family company comprising four generations and some 45 years experience. We operate 400 buses and coaches and employ approximately 750 staff, spread over eight depots located throughout the Melbourne Metropolitan area, regional Victoria and New South Wales as well as the Northern Territory. We provide a vast range of passenger services including the following:

- Short distance metropolitan route services
- Victorian Government - V/Line contracted rail replacement services
- Victorian Government - Department of School Education contracted services
- School Bus services, including special community and district contracts
- Local Charter and Luxury Tour coaches, including major event transport special services
- Nightrider Services

Dysons Board of Directors believe in "hands on" philosophy by providing direction and guidance to senior management and staff through experience and applying a hands on approach financially and operationally on a consultative daily basis. The company operate a "team" management style involving staff at all levels of the organisation in decision making processes.

## Career Overview

Our company is managed across the following divisions:

### Customer Service

Our Customer Service team deals with all aspects of client needs, including reservations, quotations, feedback, lost property and timetable enquiries. The roles we have in this area vary from Receptionists to Customer Service Coordinators.

### Service Delivery

Our Service Delivery team manages all aspects of our driving operations including Metropolitan Route Services, V-line, Charter and Tours. The types of roles that we have in this area include Service Delivery Coordinators, Driver Trainers and Depot Managers.

### Drivers

We employ professional bus drivers to work on our Metropolitan Route Services, V/Line Regional Services, Charter & Tours and School Bus runs.

### Fleet Services

Our Fleet Services team provides comprehensive mechanical, body and cleaning services for our fleet of modern vehicles. Our Bundoora depot has a state of the art workshop and bodyshop, and we employ trade qualified diesel

mechanics, panel beaters and spray painters as well as other support staff such as cleaners, refuellers and trade assistants. Our regional depots also employ trade qualified diesel mechanics, yard and cleaning staff.

## Corporate Services

Our Corporate Services division is located at Bundoora and supports all our depots by providing support in finance and administration, human resources and IT.

There are a range of professions employed within Corporate Services including finance and accounting, human resources, occupational health and safety, as well as a variety of administrative roles.

## 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 in 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, Mission, Values and Strategic Direction.

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) this 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 in this role, 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](http://www.dysongroup.com.au).

Please post, email or deliver your completed application to the Dyson Group of Companies:

**Post to:**  
Human Resources Officer  
Dyson Group of Companies  
121 McKimmies Road  
BUNDOORA VIC 3083

**Email to:**  
[careers@dysongroup.com.au](mailto:careers@dysongroup.com.au)

# EMPLOYMENT APPLICATION FORM

Date of Application:

## PERSONAL DETAILS

Full Name:

Date of Birth: *(Optional)*

Place of Birth:  Australia

Other *(please provide details)*

Immigration Status:  Working Visa  
 Resident  
 Australian Citizen

\* please provide a copy of your passport, visa or citizenship papers with your application

Residential Address:

Postal Address:

Contact Details:

Home Phone:

Email:

Mobile:

Other:

## TYPE OF ROLE APPLYING FOR

Administration

Bodyshop

Workshop

Yard Duties

Are you available for shift work:  Yes  No

## QUALIFICATIONS AND COMPETENCIES

### EDUCATION

Please list your highest education standard reached

### QUALIFICATIONS

Please list any other qualifications or certificates of competencies you may have or alternatively other experience you may have relevant to the position you are applying for

## EMPLOYMENT HISTORY

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

NAME of EMPLOYER	COMMENCED	FINISHED	ROLE

## REFERENCES

NAME	NUMBER	COMPANY	TITLE

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

I understand that if I provide false, misleading or incomplete information relating to my pre-existing condition or if I fail to disclose my pre-existing condition altogether, I may not be eligible for workers compensation in the event that my condition is aggravated, enhanced, worsened, or caused to recur through the course of my work at Dysons.

### PRE-EXISTING CONDITIONS

In the interest of creating and maintaining a safer working environment for all current and potential employees please answer the following questions in relation to pre-existing conditions.

Successful applicants may be required to perform the following tasks. Do you have a pre-existing condition that may be aggravated, enhanced, worsened or have cause to recur through any of the following job functions?

- Sitting for long periods of time  Yes  No
- Standing for long periods of time  Yes  No
- Lifting and carrying heavy objects  Yes  No
- Reaching above shoulder height  Yes  No
- Using a computer for extended periods of time  Yes  No
- Clerical duties such as writing, reading or data entry etc.  Yes  No
- Trade specific functions of the role you are applying for  Yes  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 may be requested to undertake a drug and alcohol test at any time as per the company's Alcohol and Other Drugs Procedure.
- 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 my answers to any of the questions above 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: