

Employment Application Form

Position Applying For:

Transport: Driver <input type="checkbox"/>	License Type: _____	<input type="checkbox"/> Forklift Operator	<input type="checkbox"/> Mechanic (Workshop)
Transport Management:	<input type="checkbox"/> Operations Manager	<input type="checkbox"/> Operations Supervisor	
Warehouse:	<input type="checkbox"/> Admin	<input type="checkbox"/> Pick/Pack	
Warehouse Management:	<input type="checkbox"/> Warehouse Manager	<input type="checkbox"/> Warehouse Supervisor	
Clerical/Admin :	<input type="checkbox"/> AP	<input type="checkbox"/> AR	<input type="checkbox"/> Payroll
	<input type="checkbox"/> HR	<input type="checkbox"/> WHS/RTW	<input type="checkbox"/> Sales
Management:	<input type="checkbox"/> Operations	Finance	<input type="checkbox"/> HR/Payroll
	<input type="checkbox"/> Other – Please specify	<input type="checkbox"/> BD/Sales	
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Owner/Driver
<input type="checkbox"/> Day Shift		<input type="checkbox"/> Afternoon Shift	

Personal (PLEASE PRINT IN BLOCK LETTERS)

Date:	
Name:	
Address:	
	Postcode:
Phone No: (Home)	Mobile:
Date of Birth:	
Next of Kin:	Phone No:
	Relationship:
Payslip: Hard Copy: <input type="checkbox"/>	Soft Copy (please provide email address): <input type="checkbox"/>
Email Address:	

Current Driver License Details (THIS SECTION ONLY RELATES TO DRIVERS)

Your current Driver License No:	State of Issue:
Your Driver License Class/es:	
Your Driver License Expiry Date:	Demerit Points:
Reason for Demerit Points:	
Copy of Driver License attached	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
For Driving positions please supply a Vic Roads (or similar) History (attached)	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

Employment Application Form

Other License/Qualification Details (THIS SECTION ONLY RELATES TO DRIVERS/FORKLIFT OPERATORS)

Other License/Qualification Details		
Do you hold any other type of License or accreditation? Please supply Photocopy.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Forklift License	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Dangerous Goods	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Certificate/Diploma Warehousing/Transport	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Advanced Driving Course	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Safety	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Other <small>(please list):</small>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Details of Previous Employment (THREE MOST RECENT EMPLOYERS) (ATTACH RESUME)

Details of Previous Employment	
Date From:	Date To:
Company:	Position:
Contact Person:	Phone:
Qualifications & Experience gained:	
Date From:	Date To:
Company:	Position:
Contact Person:	Phone:
Qualifications & Experience gained:	
Date From:	Date To:
Company:	Position:
Contact Person:	Phone:
Qualifications & Experience gained:	

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Personal History

Are you an Australian Citizen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If not an Australian Citizen, do you have residency status?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Specify Visa Type:		
Specify Visa Expiry Date:		
Do you have any outstanding and/or a current work cover claim against any of your previous employers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, give details:		
Have you ever been convicted of a criminal offence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, give details:		
Have you ever been involved in an accident in a previous driving role?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, give details:		

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Acknowledgement



To the best of my knowledge the information I have supplied is accurate and true. I understand that my employment may be terminated if any information is found to be inaccurate or untrue.

I understand the completion of the requirements in this Application does not mean or imply that an offer of employment has been made.

I give BlueStar Logistics authority to validate details with my former employers and I release any firm, or person from liability in respect to the information given.

I AM PREPARED TO UNDERGO ANY REQUIRED MEDICAL EXAMINATION (INCLUDING A DRUG & ALCOHOL SCREEN) AND / OR PRE-EMPLOYMENT TESTING BY BLUESTAR LOGISTICS NOMINATED PROVIDERS TO ASSESS MY SUITABILITY FOR EMPLOYMENT IF REQUIRED:

Yes

No

Applicant Signature: _____

Date: _____

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Minimum Terms and Conditions for Employment

1. I have the right to work in Australia and am able to provide appropriate documentation upon request.
2. I understand that any appointment is conditional on a Medical Practitioner certifying me Physically Fit to perform the tasks associated with my employment with Bluestar Global Logistics.
3. I understand employment may be in accordance with an Award or registered Industrial Agreement governing Bluestar Global Logistics' work.
4. I am prepared to wear any clothing, footwear or safety equipment that may be supplied by Bluestar Global Logistics and agree to abide by all safety and work regulations and/or instructions.
5. I understand that it is law that a 0.00% BAC applies to all employees.
6. The Bluestar Global Logistics Drug and Alcohol Policy states that alcohol is not to be consumed between the commencement hours and finishing hours on any working day, including the times designated as unpaid meal breaks.
7. Applications for annual leave during October – December period will not be approved.
8. If for any reason, my license is suspended or cancelled or I am unable to attend work due to misadventure I agree to inform the company within 24 hours. I understand that failure to do so is a dismissible offence. This may result in Frustration of Contract which means I am no longer able to perform the inherent requirements of the role I was employed to do and hence ending the employment relationship.
9. I agree to allow a Bluestar Global Logistics representative to search my vehicle, parcel or any receptacle in my possession or power while I am on Bluestar Global Logistics or customer sites.
10. I understand that I am employed on a casual/ full time/ part time basis with the first six months of employment a probationary period.
11. I understand that any offer of appointment is based on accuracy of information contained in this application.
12. I agree to abide by all Bluestar Global Logistics Policies and Procedures as published, amended and communicated from time to time.
13. Bluestar Global Logistics has the right to dismiss an employee without notice for conduct that justifies instant dismissal. Instant Dismissal does not require Bluestar Global Logistics to give notice, counselling or warning if the employee is found to have committed serious and/or wilful misconduct. Serious and/or wilful misconduct includes, but is not limited to: theft, consumption or possession of alcohol or non-prescribed drugs on Bluestar Global Logistics premises, physical assault or breach of the Bluestar Global Logistics Inappropriate Behaviour Policy (eg. harassment, sexual harassment, workplace bullying, occupational violence).
14. I authorise Bluestar Global Logistics to conduct periodic checks of the currency and status of my driver's license or any other license /qualification used in the course of my employment.
15. Abandonment of Employment: I understand if I fail to attend work without notifying Bluestar Global Logistics of the reasons for my absence and the expected duration of my absence, Bluestar Global Logistics may treat my absence as a resignation, in which case my employment with Bluestar Global Logistics will be terminated without notice.

I have read and understand the minimum terms and conditions for employment as prescribed above.

Applicant Signature: _____

Date: _____