



express

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IMPORTANT NOTICE TO ALL PERSONS MAKING APPLICATION FOR EMPLOYMENT WITH TNT

Dear Applicant,

SUBJECT: ACCURATE DECLARATION OF CRIMINAL HISTORY

Security is a vital element of our service and a key to the success of TNT, therefore all employees are screened accordingly to ensure the company's assets and reputation remains intact. Our customers expect us to handle their consignments with the same degree of care that would be exercised if they carried the goods themselves.

Criminal history checks are an integral part of the assessment of your suitability for the position that you applied for. **It is imperative that you declare any criminal history or record (including criminal matters current before the courts) on your application for so that your application can be assessed in its entirety**

An applicant's criminal history will be reviewed by TNT on a case by case basis, taking into account the inherent requirements of the position applied for.

There have been instances where people have applied for positions in the past and have not fully declared their criminal history. On some of these occasions, these people would have been successful in being offered a job, with their criminal history not impacting on their employment. However, the fact that they **did not declare** the criminal history on the Application for Employment was a basis for **not** offering the person the job. In other words, the person didn't get the job because they did not fully declare the criminal history and not for the criminal history itself.

You are reminded to complete the criminal history section of the Application for Employment accurately and in full. You are to include **all** events. Read the declaration on the Application for Employment carefully.

If you make a false declaration on the Application Form, it is highly likely that you will not be offered the role or your employment will be terminated in the probation period.

Therefore we encourage all applicants to divulge their full prior criminal history as it may mean the difference between an offer of employment or an unsuccessful application.

Yours sincerely,

Susan Davies
Director Human Resources,
Administration & Customer Service
May 2009

Application for Employment

Thank you for your interest in gaining employment at TNT Australia Pty Limited or Riteway Transport Pty Limited (Hereafter called the "Company").

Selection is made on the basis of merit in accordance with the Company's Equal Employment Opportunity policies and procedures.

It is important that all the information required on this application is either provided here or in an attached resumé. **Only sections containing "(resumé)" bracketed in the heading give you the option of providing the data required via your resumé.** Where this option is not provided please complete this application form. Your attached resumé forms part of this application.

Application Type (Place a cross in one of the following boxes)

I am applying for a specific position.

Position applying for:

OR

I would like to be considered for roles which may become available in the future.

What type of job are you looking for eg. driver, dockhand, clerical?

What Location/Depot are you available to work at?

I am applying for:

Full Time Part Time Casual

With:

TNT Express Riteway Express

I consent to this form being retained for the purposes of consideration for future roles

Applicant Details (PLEASE USE BLOCK LETTERS)

Last Name

First Name(s)

Address

Suburb

State

Postcode

Residential Work Rights

Permanent Temporary

A telephone number we can contact you on during business hours

If you are a temporary resident, please advise visa classification and the expiry date.

 DDMMYY

What prompted you to apply for employment at TNT?

Referred by a family member or friend who is an employee. If so who:

Position advertised on an internet job board, eg Seek. If so, which one:

Position advertised in a local suburban newspaper. If so, which one:

Introduced by a recruitment agency. If so, which one:

Position advertised in a major daily newspaper eg. Age, Telegraph. If so, which one:

TNT is a recognisable brand name you thought of when considering employment



Application for Employment

Work History: Part A (resumé)

Please state your employment history over the past 10 years. If your current resume contains the information required in the boxes below then please attach your resume and move to Work History: Part B. Otherwise, please insert details of your work history. If you attach your CV, this will become part of the application form.

Your most recent job

Company

Suburb

Date employment commenced

Date employment ceased

Your Job Title

Summary of Major Duties

Reason for Leaving

Company

Suburb

Date employment commenced

Date employment ceased

Your Job Title

Summary of Major Duties

Reason for Leaving

Company

Suburb

Date employment commenced

Date employment ceased

Your Job Title

Summary of Major Duties

Reason for Leaving



Application for Employment

Work History: Part B

Have you previously been employed by or provided services as a contractor to the TNT Group of Companies, including Comet, Kwikasair, Ansett Air Freight, TNT Air Couriers, TNT Logistics, McPhee Transport, Riteway Express, TNT Domestic & International or TNT Express? (Place a cross in one of the boxes below.)

Yes No

If not already listed in Part A please provide details of your employment with the TNT Group of companies.

TNT Company	Employment Dates	Position Held

Nominated Referees (resumé)

Please provide two referees who may be contacted by the Company to verify previous work performance and history. These referees should ideally be managers you have reported to and must not be relatives or personal acquaintances. Please note that this information may be provided now or upon request by the Company after a formal interview.

Name/Title	Company	Telephone

Education (resumé)

Please list secondary and tertiary education. (Proof may be requested)

Institution/School/College	Level/Certificate/Qualification Achieved	Date Achieved					
		D	D	M	M	Y	Y
		D	D	M	M	Y	Y
		D	D	M	M	Y	Y

Licences/Certificates (resumé)

Please list details of all licences/certificates you hold that are relevant to the position you are applying for. Proof of licence/certificate will be required at interview.

Licence/Certificate Held	Issuing Authority	Date Achieved						Expiry Date					
		D	D	M	M	Y	Y	D	D	M	M	Y	Y
		D	D	M	M	Y	Y	D	D	M	M	Y	Y
		D	D	M	M	Y	Y	D	D	M	M	Y	Y



Application for Employment

Driving History

If you are applying for a position that requires driving for or on behalf of the Company, please provide the following information regarding your driving history over the past 5 years:

Date						Details of traffic infringements/loss of licence
D	D	M	M	Y	Y	
D	D	M	M	Y	Y	
D	D	M	M	Y	Y	
D	D	M	M	Y	Y	
D	D	M	M	Y	Y	
D	D	M	M	Y	Y	

Health

In order to help the Company comply with its obligation to ensure a safe workplace and determine whether you are able to safely and adequately perform duties required by the job you have applied for, please provide details of any previous or current injuries, illnesses, conditions or disabilities of which you are aware that might affect your ability to carry out the requirements of the position. You must include details of any Workers Compensation claim from a previous employer where that injury or illness might affect your ability to perform the job you are applying for. Failure to provide such information may constitute a breach of the applicable Workers Compensation legislation. It may also aggravate an existing injury, illness, condition or disability arising out of past employment whether or not qualifying for compensation.

Details of illnesses/injury/condition that might affect your ability to carry out the requirements of the job:

If requested by the Company, will you attend a pre-employment medical examination and/or functional assessment arranged and paid for by the Company? **During this pre-employment medical examination, you must divulge to the examiner details of illnesses/injuries/conditions that might affect your ability to carry out the requirements of the job. Failure to disclose these details at both your pre-employment medical examination and in the box above may result in termination of your employment if you are successful in your application.** This may be necessary to determine whether you will be able to safely and adequately perform the duties required of the job. (Place a cross in one of the boxes below.)

Yes No

Do you agree that the Company may divulge your personal information to the party/person authorised by the Company to perform a pre-employment medical examination and/or functional assessment on behalf of the Company? (Place a cross in one of the boxes below.)

Yes No

Is there anything else that you want to tell us?



Application for Employment

Police/Law Enforcement Agency Checks

Security is a vital element of our service and a key to the success of the Company. Everyone throughout the TNT Group of Companies is responsible for taking the necessary precautions to safeguard consignments and assets entrusted to our care. Our customers expect us to handle their consignments with the same degree of care that would be exercised if they carried the goods themselves. We must therefore create a secure environment for the property of our customers and other stakeholders. The Company expects all employees and contract carriers to safeguard its assets and reputation and protect customers' property. Any wilful or deliberate breach of the Company policy or rules will result in disciplinary action. Dishonesty by anyone in any way that affects the Company will be treated as gross misconduct. Action may include dismissal and/or legal proceedings.

Those candidates who are successful in being offered employment with the Company are required to complete and submit a New South Wales Police Form P799, "Application for National Criminal History Record Check: Standard Disclosure" to enable the Company to obtain information from the New South Wales Police on your criminal background (if any).

Do you agree to complete and submit this form and therefore disclose your criminal background (if any)? (Place a cross in one of the boxes below.) In the event you are successful in your application, any false information given or failure to disclose all requested information within this application form may lead to termination of employment.

Yes No

Have you ever been convicted, had a case proven against you, or currently before the courts in relation to a criminal offence?

Yes No

If yes, please provide details:

Applicant's Declaration

I hereby certify that the answers and information provided in this application are complete and correct. If I commence work with the Company I further acknowledge that my employment may be terminated immediately if any of the information provided in this application, including information provided in relation to previous criminal convictions, is found to be incomplete or incorrect.

I acknowledge and consent to the Company using my personal information to verify the contents of this form and to assess my suitability for employment/work with the Company.

In the event that I am unsuccessful in my application for work with the Company, I consent to the Company retaining my personal information for future reference.

Further, I agree that the Company may contact my referees and/or previous employers for the purpose of verifying information I have provided as well as making any inquiries deemed appropriate in relation to the position for which I have applied.

Applicant's Signature

Date

	D	D	M	M	Y	Y
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We will hold your records on file for a period of 6 months upon which time it will be destroyed unless you are employed by the company



Application for Employment

TNT Australia Pty Limited - Office Use Only

ATA#: _____

Names of Interviewers: _____

Documents and Forms to be obtained at Assessment Centre or Interview (photocopy original):

Transport Authority Driving History Report (valid within the last 3 months)	<input type="checkbox"/> Yes	<input type="checkbox"/> Not Applicable
Drivers Licence (Licence Type: _____ Expiry Date: _____)	<input type="checkbox"/> Yes	<input type="checkbox"/> Not Applicable
Forklift Licence	<input type="checkbox"/> Yes	<input type="checkbox"/> Not Applicable
Academic Qualifications and/or relevant certifications or Licencing	<input type="checkbox"/> Yes	<input type="checkbox"/> Not Applicable

Evidence of Right to Work in Australia (eg. passport and visa) Yes

Assessments to be completed as part of the Selection Process

Verbal & Numeric Skills Assessment (Driver & Dockhand roles)	<input type="checkbox"/> Yes	<input type="checkbox"/> Not Applicable
Psychometric Assessment (Management Positions)	<input type="checkbox"/> Yes	<input type="checkbox"/> Not Applicable
Interview Record	<input type="checkbox"/> Yes	<input type="checkbox"/> Not Applicable
Criminal History Application and Consent Form	<input type="checkbox"/> Yes	<input type="checkbox"/> Not Applicable
100 Point Identification Check	<input type="checkbox"/> Yes	<input type="checkbox"/> Not Applicable

Pre-employment Screening

Functional Assessment	<input type="checkbox"/> Yes	<input type="checkbox"/> Not Applicable
Audiogram Assessment	<input type="checkbox"/> Yes	<input type="checkbox"/> Not Applicable
Drug and Alcohol Assessment	<input type="checkbox"/> Yes	<input type="checkbox"/> Not Applicable
Criminal History Clearance E-mail	<input type="checkbox"/> Yes	
Reference Checks x 2	<input type="checkbox"/> Yes	

Recommended for Employment? Yes Not Applicable

If no, unsuccessful letter sent date: _____

NOTE: This form must be placed on the Employee Personal File when completed

