

8+9

MELBOURNE AND METROPOLITAN TRAMWAYS BOARD.

MEMO TO EMPLOYMENT OFFICER.

DATE _____

I hereby make application to be attached to _____
Depot. My second preference is _____ and my third _____
but if I cannot go to one of these I am prepared to work at any Depot as directed.
My address is _____
Telephone Number _____

Signature: _____

Cap Numeral: _____

Signature of Applicant.

Signature of Witness:

Date: _____

MELBOURNE AND METROPOLITAN TRAMWAYS BOARD.

Date _____

REFERENCE: APPLICATION FOR EMPLOYMENT

To the Officer-inCharge,
EMPLOYMENT BRANCH.

In connection with my application for employment as Conductor in the service of the Melbourne and Metropolitan Tramways Board, I hereby agree to commence training for that position pending investigation of the application and references submitted by me.

If, in the course of such investigation, it is found that any of the information submitted is not authentic and the Board decides that my application for employment cannot be approved, I understand that my training shall be terminated forthwith and that I shall not receive any monetary allowance for the time occupied in such training.

Signature of Applicant.

Signature of Witness:

Date: _____

MELBOURNE AND METROPOLITAN TRAMWAYS BOARD.

The Staff Manager,
Melbourne & Metropolitan Tramways Board,
616 Little Collins Street,
MELBOURNE. C.1.

I, the undersigned applicant for employment as Conductor or Conductress, understand and agree to the conditions set out hereunder in respect of such employment.

1. That I will undergo the required period of training.
2. That my service with the Board will not commence until I actually begin work after being passed as proficient by the duly appointed Officers of the Board.
3. That after being accepted for and actually commencing employment in the service of the Board, I will receive a Training Allowance for the time of practical training with cash bag and tickets on trams and/or buses and for time spent at the preliminary and final examination classes at the training school.
4. That such training allowance will be calculated at the first year conductor's rate of pay.
5. That upon satisfactory completion of training I will be employed under the conditions of the Tramway Employees (Melbourne) Award, by which I am required to give at least a full weeks notice should I desire to terminate my employment.
6. That the Board's pay week ends on a Saturday and that money due for such week will be paid on the Board's pay day next following.
7. That if employed I agree to submit myself for medical examination whenever directed to do so and that the decision of the Board's Medical Officer shall be final.
8. That if employed I agree to train for and perform such other duties as I may be required to do.

Applicant _____

Witness: _____

Date: _____