

MELBOURNE AND METROPOLITAN TRAMWAYS BOARD

PROCEDURE RE CONDUCTOR APPLICANTS.

Call applicant to desk, if possible. (Many have some physical disability which is not observable while they are standing at the counter).

As applicant enters, observe his height and weight. When seated, ask his age and the suburb in which he lives.

Obtain general details of type of work done previously, and length of time in last job or two.

If applicant appears on border line for height or weight, or is wearing spectacles, send him in to Medical Officer to have same checked.

If applicant is a New Australian, give dictation test.

Providing answers are not evasive, but reasonably satisfactory, give the applicant a general idea of what work and character references will be required, and see whether he is prepared to produce same.

Interstate applicants who appear suitable and genuine, but say they cannot produce references immediately, may be allowed to proceed, provided they undertake to write away for such references and produce same by the time their training has been completed. (This could give them up to two weeks to procure their references).

Local applicants who appear bona fide and can be started at short notice are also given limited time in which to produce references.

Where an applicant appears a doubtful type, ask if he has had any trouble with Police. Answer is invariably "No". Tell applicant we generally learn of any serious misdemeanours. At this stage applicant usually gives a hint of some past trouble, and, after a little judicious probing, it is possible to learn the truth.

If the trouble has been serious, tell the applicant he would not be suitable for tramway work. If his case warrants consideration, advise that his application will be submitted to the management and if approved, he will be notified accordingly.

Where the interview has been satisfactory to this stage, give the applicant an application form which must be filled in at the outer office, in which a specimen form is displayed.

The applicant is then requested to thoroughly read the information supplied on wages, shifts, etc.

When the application form is completed, check to see that all questions are answered accurately - particularly the information regarding previous employment.

If satisfied with the completed form, give the applicant an arithmetic test. (Easy test for suitable men - difficult test for undesirables). Allowance is made for, and assistance given to, applicants who seem suitable but may be out of touch with arithmetic and figure work.

If arithmetic test is satisfactory, send the applicant for medical examination. If passed "FIT" by Medical Officer, send him for Chest X-Ray to the X-Ray Centre on the Spencer Street Station.

On his return, attach all papers to his application form, then tell him the particular references required.

Some applicants produce references immediately. If so, give forms to read and sign re investigation of references and attachment to depot closest to the applicant's home. (Subject to existing vacancies).

Prepare outfit and uniform requisitions.

Give final information re picking up uniform from Hawthorn Clothing Store, then reporting to Conductors' Training School for commencement of 8 days' training.

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