

## **Public Transport Statement of Service Application Form**

### **Advice for ex-public transport employees seeking a Statement of Service for Retired Employees Travel Pass purposes**

Public Transport Service Statements are prepared and issued by the Public Transport Division of the Department of Transport.

It takes about four weeks to process a request and mail a statement of service.

Enquiries about the status of your submission may be made, during office hours, by contacting Mr Siva Sivanesan on telephone number 9655 1709 **after** the standard four weeks processing period has elapsed.

A Public Transport Service Statement is provided to you as a supporting document for your Retired Employee Travel Pass application.

#### **Please forward all correspondence to:**

Manager Transport Insurance Services  
Public Transport Division  
Department of Transport  
GPO Box 2797  
MELBOURNE VIC 3001



**Please provide me with a statement of services for Retired Employee  
Travel Authority purposes.**

**My personal details are:**

Surname: \_\_\_\_\_ Given name/s: \_\_\_\_\_

Home/postal address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post code: \_\_\_\_\_

Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**My public transport service details are:**

Surname (when employed): \_\_\_\_\_

Given name/s (when employed): \_\_\_\_\_

Mode of transport employed in (railways/tramways/buses): \_\_\_\_\_

Duty commencement date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Grade/position held: \_\_\_\_\_

Branch/Division/Department deployed in: \_\_\_\_\_

Employment exit date: \_\_\_\_\_

Reason for termination resigned/retired/dismissed/targeted): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If required, I may be contacted during office hours on following telephone number:

Yours sincerely,

Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Please note that I have had more than one period of employment with the  
Public Transport Industry.**



## 2nd period of employment

Surname (when employed): \_\_\_\_\_

Given name/s (when employed): \_\_\_\_\_

Mode of transport employed in (railways/tramways/buses): \_\_\_\_\_

Duty commencement date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Grade/position held: \_\_\_\_\_

Branch/Division/Department deployed in: \_\_\_\_\_

Employment exit date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Reason for termination resigned/retired/dismissed/targeted): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## 3rd period of employment

Surname (when employed): \_\_\_\_\_

Given name/s (when employed): \_\_\_\_\_

Mode of transport employed in (railways/tramways/buses): \_\_\_\_\_

Duty commencement date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Grade/position held: \_\_\_\_\_

Branch/Division/Department deployed in: \_\_\_\_\_

Employment exit date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Reason for termination resigned/retired/dismissed/targeted): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

