



THE LEGACY CLUB OF MELBOURNE INCORPORATED

## NOMINATION FOR MEMBERSHIP

WE, the undersigned, being members of the Legacy Club of Melbourne Inc. (herein after called 'The Club') and in accordance with The Rules of "The Club" submit the nomination of:

.....  
**Title:**                      **Given Names:**                      **Surname:**

For membership of The Legacy Club of Melbourne Inc. and we declare:

1. That we have met the candidate personally.
2. That we have explained the manner in which Melbourne Legacy operates and the responsibilities a member is to assume.
3. That we believe the candidate is imbued with the spirit of service and the ideals for which "The Club" was founded.
4. That he/she is willing to render service in its work.

**Signature of Proposer:** ..... **Surname and initials:** .....

**Signature of Seconder:** ..... **Surname and initials:** .....  
(Proposer and Seconder should ensure that the requirements of Rules 8A are fulfilled before signing the above statement)

**Signature of Interviewer:** ..... **Surname and initials:** .....  
(The attention of interviewing Legatees is drawn to the requirements of Rule 8)

### NOMINATION RECOMMENDED TO THE COUNCIL OF MANAGEMENT:

Qualifications of Rule 8 checked. Nomination conforms to Rule 10.

.....  
Signed: Chairman, Personnel Committee

### NOMINATION APPROVED BY THE COUNCIL OF MANAGEMENT:

.....  
Signed on behalf of The Legacy Club of Melbourne Incorporated.

DATE:

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NOMINATION SUBMITTED TO MEMBERS OF THE CLUB: / /  
POLICE CHECK COMPLETED: / /  
WORKING WITH CHILDREN CHECK (IF REQUIRED): / /  
DATE LEGATEE TRAINING COURSE COMPLETED: / /

**MENTORS NAME:** ..... **PHONE NUMBER:** .....

**THE LEGACY CLUB OF MELBOURNE INCORPORATED**

*The following information is to be completed by the Candidate (PLEASE PRINT):*

**CONTACT DETAILS:**

.....  
Title: Surname: Given names: Date of Birth:

Home Address: .....

..... Postcode: .....

Home Phone: ..... Mobile: .....

E-mail: .....

Occupation: .....

Business Name / Employer (if applicable): .....

Business Address: .....

..... Postcode: .....

Business Phone: .....

Business E-mail: .....

**EDUCATIONAL HISTORY:**

Qualifications: .....

Institution: .....

Other Courses: .....

**SERVICE RECORD (if applicable):**

Area of Service: .....

Unit: .....

Rank: ..... Service Number: .....

Decorations: .....

**JUNIOR LEGATEE HISTORY (if applicable):**

Year Enrolled: ..... Legacy Club: .....

Mother's Name & Address: .....

..... Postcode: .....

Legatee name:.....

**EMPLOYMENT BACKGROUND (or attach CV/Resume):**

Year:	Employer:	Role:	Duties:
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**INTERESTS AND HOBBIES:**

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**PERSONAL INFORMATION:**

Next of Kin / Emergency contact name: .....

Relationship : Spouse / family member / close friend / other ..... (*circle as appropriate*)

Telephone number(s): .....

Will your spouse or partner (named above) accompany you to Legacy functions? (YES / NO) and require a name badge (YES / NO)?

**REFEREES: (Please list THREE business or personal referees we can contact who can comment on your suitability for this position)**

**Name:**

**Position/Relationship:**

**Contact Number:**

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Please provide any experience you have had that relates to working with Children or older adults (you can use an additional sheet if you'd like to add further information).

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.....

What community service organisations have you been involved in the past 2 years (clubs, charities, church etc)?

.....  
.....

Are you currently involved with another community service organisation? YES / NO

Which one? .....

What is your current employment commitment? FULL TIME / PART TIME / RETIRED or NOT WORKING

Do you have any specialist skills you can bring to Melbourne Legacy? .....

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.....

Do you have any medical condition, disability or injury that could impact your ability to undertake the Legatee role? If so, please provide details.

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.....

**CONFIRMATION:**

I confirm that I shall:-

- Comply with all relevant legislation and all policies and procedures outlined by Melbourne Legacy, including:-
  - The Melbourne Legacy Legatee Position Description (attach signed copy)
  - The Melbourne Legacy Code of Conduct (attach signed copy)

**DECLARATION BY CANDIDATE**

1, ....., certify that the above statements of Personal particulars are correct, and on admission to the Legacy Club of Melbourne Incorporated, I agree to abide by the rules of "The Club". I undertake to perform to the best of my ability such services as may be required. If, in the opinion of the Personnel Committee of "The Club, I am unable or unwilling to render the service due, I agree that my membership of "The Club" may be terminated by a decision of the Council of Management. Should this occur, I undertake to return my Legacy Badge to Melbourne Legacy.

**SIGNATURE OF CANDIDATE:** ..... **DATE:**.....