



# Long-term Service Award



*This award recognises a club employee who has been with the club for an extended period of time and who has consistently demonstrated excellence in the workplace during 2019.  
Judges are looking to find an employee who has been working for your club for more than five years that has had a significant impact on the club, the staff and volunteers.*

## Selection Criteria

*Nominations close at 5pm on Monday, 23 March 2020*

- You may nominate more than one (1) employee for this award, providing you fill out a separate nomination form for each entry
- Nominees must have been employed at your club during 2019
- Nominating clubs are required to submit the Required Attachments outlined below

## Required Attachments

- Two (2) written testimonials using the template below from staff/committee about your nominated employee
- At least one (1) high resolution photo of your nominee, suitable for display on the large screen at the Awards Ceremony **Maximum 3 attachments**
- Video footage of your nominee (optional)

**Note:** By supplying the photo(s) and video(s), you are granting Clubs WA permission to use these for promotional purposes associated with the awards program.

**Please send your completed form with attachments to:**

- Email: [events@clubswa.com.au](mailto:events@clubswa.com.au)
- Post: Clubs WA, PO Box 5101, South Lake WA 6164

If you have any queries regarding the nomination questions or process, please contact [events@clubswa.com.au](mailto:events@clubswa.com.au) or call the Events team on 9417 7149.





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## General Information

### Your information

Club	
Name of main contact	
Position	
Mobile	
Email	

### Employee information

Employee name	
Position	
Mobile	
Email	
Length of employment	

## Questions

Please answer in detail and provide as many examples as possible. Where applicable, suggested topics to address are listed under each question.

**Question One:** How long has your nominee been employed at the club?

No marks allocated for this question.

Please tick one:

- Five (5) to seven (7) years
- Eight (8) to nine (9) years
- Ten (10) plus years





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**Question Two:** Broadly detail your nominee's current job description, including key responsibilities.  
*No marks allocated for this question.*

*Please enter your response below:*

**Question Three:** Please describe how your nominee has gone above and beyond those duties and responsibilities.

*Suggested word count: 150 words (Maximum word count: 200 words)*

*Examples: Have they proactively implemented change that has benefited your club? Please include any specific examples where possible.*

*Please enter your response below:*

**Question Four:** How would your club be impacted if the employee left?

*Suggested word count: 100 words (Maximum word count: 150 words)*

*Note: Judges will be looking to see how reliant your club is on this employee and how much of an impact they have made.*

*Please enter your response below:*





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**Question Five:** How does the employee encourage other staff members and volunteers to pursue excellence?

*Suggested word count: 150 words (Maximum word count: 200 words)*

*Examples: leading by example; increased morale; greater use of facilities by members [detail]; increase in volunteering projects at club; note any measurable outcomes [such as increased membership/higher membership/staff retention] etc.*

*Please enter your response below:*

## Before you submit...

*Please ensure you have the following ready to send with your completed nomination:*

- Two (2) written testimonials using the template below from staff/committee about your nominated employee
- At least one (1) high resolution photo of your nominee, suitable for display on the large screen at the Awards Ceremony **Maximum 3 attachments**
- Video of your nominee (optional)





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## Testimonial #1

Please fill in the following form about the requested nominee in as much detail as possible. Note that your referee **will not be contacted** so please include as much information as you can about this nominee and why they are deserving of the award.

### Information

Your name	
Nominee name	
Nominee club	
Relation to nominee	

**Question One:** What has been your proudest moment when considering the nominee's achievements in 2019?

Suggested word count: 75 words (Maximum word count: 150 words)

*Please enter your response below:*

**Question Two:** Why does the nominee deserve to be awarded the Long-Term Service Award?

Suggested word count: 75 words (Maximum word count: 150 words)

*Please enter your response below:*

**Question Three:** What has the nominee done for you personally that has made a difference to your work/volunteer experience?

Suggested word count: 75 words (Maximum word count: 150 words)

*Please enter your response below:*

~ End of Testimonial ~





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## Testimonial #2

Please fill in the following form about the requested nominee in as much detail as possible. Note that your referee **will not be contacted** so please include as much information as you can about this nominee and why they are deserving of the award.

### Information

Your name	
Nominee name	
Nominee club	
Relation to nominee	

**Question One:** What has been your proudest moment when considering the nominee's achievements in 2019?

Suggested word count: 75 words (Maximum word count: 150 words)

*Please enter your response below:*

**Question Two:** Why does the nominee deserve to be awarded Long-Term Service Award?

Suggested word count: 75 words (Maximum word count: 150 words)

*Please enter your response below:*

**Question Three:** What has the nominee done for you personally that has made a difference to your work/volunteer experience?

Suggested word count: 75 words (Maximum word count: 150 words)

*Please enter your response below:*

~ End of Testimonial ~

