NSW Service Medallion Nomination Form

The New South Wales Service Medallion (‘The Medallion’) is awarded to employees (both waged and salaried staff) who have completed forty or more years of meritorious service for the New South Wales Government.

**Please refer to the ‘NSW Service Medallion Guidelines and Criteria’ and ‘NSW Service Medallion FAQs’ before completing this form.**

## Section 1

This section must be completed by Human Resources or by the supervising officer using the nominee’s employment records. Information provided in this section is treated as confidential.

|  |  |
| --- | --- |
| Nominee | Details |
| **Name** |  |
| **Title** |  |
| **Date of birth** |  |
| **Home address** |  |
| **Telephone** |  |
| **Email** |  |
| **Job title** | [Job title. If retired, provide details of the last position held.] |
| **Unit/Division** |  |
| **Location** |  |
| **Agency** |  |
| **Date of retirement** | [Date of retirement (if applicable)] |

|  |  |
| --- | --- |
| Nominating agency | Details |
| **Agency name** |  |
| **HR contact name** |  |
| **Position** |  |
| **Telephone** |  |
| **Fax** |  |
| **Email** |  |
| **Best time to contact** |  |

## Section 2

This section must be completed by Human Resources or by the supervising officer using the nominee’s employment records. Information provided in this section may be used to write a brief citation to be read at the presentation of the Medallion.

|  |  |
| --- | --- |
| Eligible service | Details |
| **Date commenced permanent NSW service** |  |
| **Position held at commencement of NSW service** |  |
| **Employer at commencement of NSW service** |  |

|  |  |
| --- | --- |
| Other positions held | **The information provided should demonstrate that a total of forty or more years of service has been completed; and give an indication of the breadth of the nominee’s work experience as the basis for a citation to be written.** |
| **Position 1** |  |
| Employer |  |
| Period in this position |  |
| Start date |  |
| End date |  |
| **Position 2** |  |
| Employer |  |
| Period in this position |  |
| Start date |  |
| End date |  |
| **Position 3** |  |
| Employer |  |
| Period in this position |  |
| Start date |  |
| End date |  |
| **Position 4** |  |
| Employer |  |
| Period in this position |  |
| Start date |  |
| End date |  |

**NB:** Information provided in this section may be used to write a brief citation to be read at the presentation of the Medallion.

### Breaks in service

[Please list the positions held, date ceased and date commenced]

### Other awards

[Such as Public Service Medal, National Medal, Long Service Medals]

### Provide details of any career highlights. (No more than 150 words)

[Click here to enter text].

### Outline any achievements or services which are noteworthy.

[Click here to enter text.]

### General comments about nominee’s performance of their duties.

[Click here to enter text.]

## Section 3a

This section must be completed by the Human Resources Manager.

**Nominee** [Nominee name]

### Endorsement by Human Resource Manager

I declare that the information provided is correct and endorse this nomination for award of the NSW Service Medallion.

|  |  |
| --- | --- |
| Human Resource Manager | Details |
| **Name** |  |
| **Position** |  |
| **Date** |  |
| **Signature** |  |
| **Comments** (optional) |  |

## Section 3b

This section must be completed by the relevant CEO or Agency Head.

### Endorsement by CEO or Agency Head

I fully support and endorse this nomination for award of the NSW Service Medallion.

|  |  |
| --- | --- |
| CEO or Agency Head | Details |
| **Name** |  |
| **Position** |  |
| **Date** |  |
| **Signature** |  |
| **Comments** (optional) |  |

The Department requests your personal information in order to assess your nomination and for evaluation and reporting on the award program. The Department may provide your information to the Office of the NSW Premier. The Department will not disclose your personal information to anybody else unless we are required to do so by law. You are not required to provide the requested information to us, however the Department will not be able to consider your nomination further without it. You may request access to your personal information at any time by contacting the Department’s Information Access and Privacy Unit.

Completed nominations should be forwarded to the **Department of Premier and Cabinet, Protocol and Community Initiatives, GPO Box 5341, Sydney NSW 2000**; or scanned and sent via email to [awards@dpc.nsw.gov.au](mailto:awards@dpc.nsw.gov.au).