



## LONG SERVICE AWARDS SCHEME APPLICATION FORM

**Applications must be lodged with the RHASS at least 6 weeks before the proposed date of presentation.** (Please refer to the Long Service Awards Scheme Guidelines when completing this application).

### LONG SERVICE APPLICANT DETAILS (INDIVIDUAL RECEIVING AWARD):

<b>Title</b> [Mr, Mrs, Ms or Miss]	<b>First Name(s)</b>	<b>Last Name</b>
<b>Full Postal Address, including Postcode</b>		
<b>Date of Birth</b> (dd)____/(mm)____/(year)_____	<b>Phone No:</b>	
<b>Email</b>		

### DETAILS OF PREVIOUS RHASS LONG SERVICE AWARDS:

<b>If you have already received a RHASS Long Service award please state:</b>			
<b>Year of Award</b>		<b>Period of Service</b>	years

### PARTICULARS OF CONTINUOUS FULL-TIME SERVICE IN CHRONOLOGICAL ORDER:

<b>Name of Employer</b> [if deceased this should be stated]	<b>Address</b>	<b>Holding/ Company Number</b>	<b>Nature of Employment</b> * See Guidelines	<b>Date From (MM/YY)</b>	<b>Date To (MM/YY)</b>	<b>Period of Service (Yrs) &amp; (Mths)</b>
<b>Total Period of Service</b>						

**Please complete the form in BLOCK CAPITALS and ensure details are all correct for certificate purposes.\***

Please complete the blank sections clearly in block capitals as this is the wording that will appear on the certificate.

AWARDED TO \_\_\_\_\_ FOR LONG AND APPROVED SERVICE OF \_\_\_\_\_ YEARS

WITH \_\_\_\_\_ (INSERT EMPLOYER NAME/S)

ON \_\_\_\_\_

\_\_\_\_\_  
(INSERT COMPANY/FARM NAME AND AREA E.G. INGLISTON FARM, INGLISTON or TRACTOR SERVICES LTD)

\* Please note a charge may be incurred if changes are required once certificate has been produced

**DECLARATION BY APPLICANT**

I hereby declare that the information provided in this application is a true and accurate statement of my service, and I herewith apply for the Medal and Certificate awarded by The Royal Highland and Agricultural Society of Scotland.

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

[Note: If this LS application is being completed by the employer on their behalf there is no signature required].

**DECLARATION BY EMPLOYER**

In respect of the applicant, [insert Applicant Name] \_\_\_\_\_, I hereby declare that to the best of my knowledge the information provided is a true statement, and I support the application for the Medal and Certificate awarded by The Royal Highland and Agricultural Society of Scotland.

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

Name \_\_\_\_\_ Membership No: \_\_\_\_\_

State capacity in which signed, e.g. Employer, authorised Agent \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Email \_\_\_\_\_ Telephone Number \_\_\_\_\_

**DECLARATION BY MEMBER OF THE ROYAL HIGHLAND AND AGRICULTURAL SOCIETY OF SCOTLAND**

*Note: The RHASS Member must NOT also be the Employer*

In respect of the applicant, [insert Applicant Name] \_\_\_\_\_, I hereby declare that he/she is personally known to me; that to the best of my knowledge the information on this form is a true statement of his/her service; and that I consider him/her in every respect a suitable person to receive the Medal and Certificate awarded by The Royal Highland and Agricultural Society of Scotland.

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

Name \_\_\_\_\_ Membership No: \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Email \_\_\_\_\_ Telephone Number \_\_\_\_\_

**PRESENTATION OF AWARDS**

It is hoped that, whenever possible, the awards will be presented through the medium of a local Agricultural Society or similar body. However, where no local Society or body exists, or where the applicant does not wish the presentation to be organised by the local Society or body, then the Medal and Certificate will be forwarded to the employer unless otherwise specifically requested. [Note: The Royal Highland and Agricultural Society of Scotland will not arrange for the presentation of awards.]

**Please tick the appropriate box to indicate presentation method:**

<b>A</b>	Local Agricultural Society or similar body		<b>Please state name:</b> .....
<b>B</b>	Employer		
<b>C</b>	Other		

**If you have ticked Option A:**

Forward the form to the Secretary of the local Society or body to complete and sign to indicate willingness to receive and arrange for the presentation of the Certificate and Medal.

Signature of Secretary \_\_\_\_\_ Date \_\_\_\_\_

Name of Society \_\_\_\_\_ Telephone number \_\_\_\_\_

**Options:**

Date award required by: \_\_\_\_\_

Name and Address to which Medal and Certificate should be sent:

\_\_\_\_\_  
Postcode \_\_\_\_\_

The completed form should be returned to: Society Secretary, The Royal Highland and Agricultural Society of Scotland, Royal Highland Centre, Ingliston, EH28 8NB or alternatively emailing it to [awards@rhass.org.uk](mailto:awards@rhass.org.uk)