

To whom it may concern

Lyle Potts is one of our Kindergarten helpers. I have known him for the best part of his life and can testify that he is a lad of excellent character—keen, courteous and truthful. He has been carefully brought up and is in every way worthy of trust. I have no hesitation whatever in recommending him to anyone requiring his services.

Yours faithfully,
C.P. Schwiger.

Vicar of Holy Trinity Church,
Surrey Hills.

17th November 1948.

State School No 12,
Warrandyte.

To whom it may concern,
I have known Charles Henry Lyle Potts all his life and have watched with interest his development through boyhood to young manhood. Although he has not been a student at my school, I have been in close contact with him and I know him to be a young man of high ideals, strictly honest, industrious and conscientious. I feel sure he could be relied upon to perform, to the best of his ability, any task allotted to him.

I would have complete confidence in recommending him for any position of trust and responsibility.

Chas. H. O'Leary.
Head Teacher.

Nov. 17th 48.



Telephones
Headmaster: Windsor 2411
Bursar: Windsor 2238

Melbourne Church of England Grammar School
Domain Road, South Yarra, S.E.1

22nd November, 1948.

The Branch Secretary,
State Savings Bank of Victoria,
MELBOURNE.

Dear Sir,

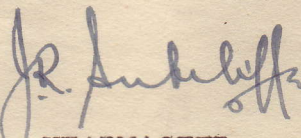
CHARLES HENRY LYLE POTTS

C.H.L. Potts entered the Senior School as the holder of a G.E. Blanch Scholarship at the beginning of 1946 and is now in a Leaving Certificate form. He gained an Intermediate Certificate in 1947, passing in six subjects. On present indications he should be reasonably certain of gaining a Leaving Certificate this year.

He joined the Cadet Unit as soon as he was eligible, and has attended all annual voluntary camps, a bivouac, a potential N.C.O.'s. course, and a vacation training school. He holds the rank of Corporal.

He captained his third House Football Team and played in a School Team with others of his age-group. I believe he would give you good service if accepted by The Bank.

Yours faithfully,


HEADMASTER.

Memorandum of Agreement

made the

fourth

day of

January

One thousand nine hundred and

fortynine

Between THE COMMISSIONERS OF THE STATE SAVINGS BANK OF VICTORIA of Elizabeth Street Melbourne in the State of Victoria (hereinafter called the Commissioners) of the one part and CHARLES HENRY LYLE POTTS of 8 Scottsdale Street Surrey Hills

in the said State (hereinafter called the Employee) of the other part **Witnesseth** that for the considerations hereinafter mentioned the Commissioners and the Employee do hereby mutually agree as follows:—

1. The Commissioners shall employ the Employee in such capacity at such office or branch of the said Bank and subject to such conditions (in addition to those herein contained) as they may from time to time direct or impose for the period of one calendar month next ensuing the Fourth day of January 1949 and so on from calendar month to calendar month (subject to termination in manner hereinafter mentioned), if he shall during his said employment in all respects well and faithfully perform his part of this Agreement.

2. The Employee shall during his said employment well faithfully diligently with propriety and to the best of his ability serve the Commissioners and shall not at any time during his said employment cancel obliterate alter spoil waste destroy embezzle spend or make away with or retain any of the books papers writings moneys chattels or other property of the Commissioners or of any depositor of the said Bank or of any person having any transactions or dealings with the said Bank or which shall be deposited in the hands of the Employee or be entrusted to him or which shall come to his care custody or possession in the course of his said employment.

3. The Employee shall during his said employment keep the secrets of the said Bank and of all transactions matters and things connected therewith and shall readily and cheerfully obey perform and execute the general or particular lawful and reasonable commands orders or directions of the Commissioners and of any person authorised by them and shall not voluntarily absent himself from the service of the Commissioners without their consent.

4. The Employee shall not at any time become directly or indirectly beneficially interested or concerned for himself on or account of any relative or any other person or by or through any agent or representative in any land or buildings the subject of an application for an advance by the Commissioners nor in the sale or disposition of any land or buildings in respect whereof an advance by the Commissioners has been or is proposed to be applied for without fully disclosing to the Commissioners in writing his interest in such application sale or disposition as aforesaid.

5. The Employee shall submit himself to medical examination by the Medical Officer of the Commissioners whenever they notify him that they desire such examination to be made.

6. The Commissioners shall during his said employment pay to the Employee by equal fortnightly instalments such annual salary as they may from time to time determine.

7. If at any time during his said employment the Employee shall not in all things perform his part of this Agreement the Commissioners shall be at liberty without any previous notice to dismiss the Employee from his said employment and thenceforth this Agreement shall cease and be void (save and except as to all rights and remedies which the Commissioners may then have against the Employee for any breach thereof) and the Employee shall not be entitled to any salary or compensation therefor.

8. Either party to this Agreement may on giving one calendar month's notice in writing to the other expiring at any time determine this Agreement.

9. Each word importing the masculine gender shall be deemed to include a female.

In Witness whereof the said parties hereto have executed this Agreement the day and year first above written.

Signed for and on behalf of the Commissioners
in the presence of

Jm Harrison

Signed by the Employee

} For and on behalf of
THE COMMISSIONERS OF THE STATE
SAVINGS BANK OF VICTORIA.

W. S. ...
Asst. General Manager.

DATED

4 JAN 1949

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**THE COMMISSIONERS
OF THE
STATE SAVINGS BANK
OF VICTORIA**
WITH

C.H.L. POTTS.

Agreement of Service
