



# Melbourne and Metropolitan Tramways Board

W. AIRD,  
SECRETARY

616 Little Collins Street.  
Melbourne, C.1

BOX 4528 G.P.O.

PRIVATE AND CONFIDENTIAL.

Dear

..... has made application  
for employment as Conductor in the service of the Melbourne and Met-  
ropolitan Tramways Board and .....

I should esteem it a favor if you will kindly answer the  
following questions and return this form in the enclosed envelope  
at your earliest convenience.

Yours faithfully,

STAFF MANAGER.

- How long have you known him? .....
- Has he been employed by you? .....
- If so, for how long? .....
- In what capacity? .....
- Date of Leaving .....
- Why did he leave? .....
- Is he sober? .....
- Is he honest? .....
- Is he of good moral character? .....

R E M A R K S

Signature: .....