

Congratulations in advance for taking the first step in recognising the West Midlands Business Support community who have demonstrated outstanding achievements within your organisation, from individuals, teams, management or colleagues, we are really looking forward to hearing how they are always striving for success and going the extra mile within their day to day activities. We can’t wait to read your application and look forward to hearing from you.

We welcome applications from previous nominees, applicants, finalists and winners and you are really encouraged to enter multiple categories, to think about at least 2 or 3 categories you would like to enter and go for it! Please note that candidates may be subject to move to an alternative category should we have an overwhelming response or if the candidate hasn’t quite met the scoring criteria.

**Applications open: 3rd October 2019 Applications close: 30th November 2019**

**Please send all completed applications to:** [**apply@birminghampaawards.co.uk**](mailto:apply@birminghampaawards.co.uk)

**PLEASE ENSURE A FORM IS COMPLETED FOR EACH CATEGORY ENTRY AND ENSURE THAT ALL EXAMPLES ARE BASED WITHIN YOUR CURRENT ROLE.**

|  |  |
| --- | --- |
| **Full Name/Job Title:** |  |
| **Company Name/Address & Business Sector:** |  |
| **Email address:**  **Office/Mobile Telephone Number:** |  |
| **No. of years at current business:**  **No. of years in Role:** |  |
| **Self Nomination**  **(Please see page 2 to complete application)** | Yes  No |
| **Nomination**  **(Please see page 3 to complete application** | Yes  No |
| **INTERNAL PA NETWORK OF THE YEAR This category looks to recognise the best internal PA, EA, VA’s and support professional networks within companies and organisations in the West Midlands. Tell us all about why and how your network started? Do you use this platform to promote and share best practice, information and create a unified sense of collaboration between all Assistants? Do you and your internal network help to build stronger relationships internally and externally? How has this network contributed towards better teamwork and learning and development initiatives across the organisation? Please tell us about the impact that your internal network has made within your organisation?** | |

**Self-Nomination Page 2**

* **It is human nature to not want to talk about ourselves, however, this is your opportunity to GO FOR IT and tell us ALL ABOUT YOU. We have included the paragraph above as guidance for you to tell us all about your amazing achievements to date. We are really looking for a Network that stands out from the crowd and who goes above and beyond! Please ensure that in the second box your supporting evidence is provided by those that we have suggested in the box.**

|  |  |  |
| --- | --- | --- |
| **This is where you tell us all about YOU!**  **Please feel free to use continuation sheets throughout.** |  | |
| **Supporting Evidence**  **(this could be for example a Line Manager/Managing Partner/Director/Team Members)** |  | |
| **Full Name of those providing your supporting statement/evidence:** |  | **Position/Company:** |

**Nomination Form Page 3**

* **Do you want to recognise a Network within your organisation? We would be delighted to hear why you feel your nominee deserves to be recognised for their amazing achievements within this category so please complete the below with as much information as possible detailing how you feel they have really gone above and beyond and made an impact on you, your colleagues and the wider business.**

|  |  |
| --- | --- |
| **This is where you tell us all about your NOMINEE!** |  |
| **Supporting Evidence:**  **(this could be for example a Line Manager/Managing Partner/Director/Team Members)** |  |

|  |  |  |
| --- | --- | --- |
| **Your Name:**  **Job Title:** |  | **Supporting Colleague Name:**  **Supporting colleague Position:** |