

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 |
| **SECRETARIAL TEAM MANAGER OF THE YEAR In this category we recognise those who have led a team of administrative professionals and helped them to progress in their roles and careers. Are you a Secretarial Manager, Team Leader or would you like to nominate a person in this position? In this category, we would like to hear about leadership abilities, relationship building and how you maintain enthusiasm and energy whilst getting the best performance out of team members. How do you excel and stand out in managing your team? Can you give examples of how you have shone individually making your team of support staff the best in the business.** | |

**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 candidates that stand out from the crowd and who go above and beyond their usual daily tasks! 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 Client testimonial, Team testimonial, Stakeholder, Directors, HR, Partners)** |  | |
| **Full Name of those providing your supporting statement/evidence:** |  | **Position/Company:** |

**Nomination Form Page 3**

* **Do you want to recognise an individual 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 their duties 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 Client testimonial, Team testimonial, Stakeholder, Directors, HR, Partners)** |  |

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