**Individual Contribution Award – Application Form**

An online application form is also available in [MyAdmin](myadmin.aber.ac.uk).

|  |  |
| --- | --- |
| Name: |  |
| Nominee: |  |
| Email: |  |
| Payroll Number: |  |
| Department and Faculty: |  |
| Job Title: |  |
| Current Grade: |  |

I am submitting this nomination:

|  |  |  |  |
| --- | --- | --- | --- |
| As the Line Manager |  | On my own behalf |  |

**Application**

|  |
| --- |
| Thinking about the requirements of the role, please demonstrate how your employee/you have gone over and above the expectations of your role to demonstrate excellence.  What was the impact of this? This could be relating to a team, customers, or specific activities.  **Your statement should not exceed half a side of A4.** |
|  |

**Additional criteria for Grade 8 & 9 Applications**

|  |
| --- |
| Considering the University’s values, please indicate how you have instilled these in your role over the past 12 months, as a leader at the University  **Your statement should not exceed 500 words** |
|  |

**Head of Department Statement of Support**

The nominees Head of Department should complete this section.

|  |  |
| --- | --- |
| I confirm I fully support this application |  |
| The statement is correct and reflective of excellence in this role |  |

|  |
| --- |
| If you would like to add anything in addition to support for this nomination, or if you **do not** support this application, please provide a short statement detailing this. |
|  |