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| **ABOUT THE NOMINEE** |
| **Personal details** |
| Surname |  | First name(s) |  |
| Title |  | Post-nominal letters |  |
| Known as (if different from above) |  |
| Address |  |
| Town / City |  | County |  | Post Code |  |
| Phone |  | Email |  |
| Date of birth |  | Approx. age if DOB unknown |  | Foreign national | Choose an item. |
| Nationality(s) |  | Ethnicity | Choose an item. |
| Gender | Choose an item. | Disability | Choose an item. |
| Round |  | Award | Choose an item. | Nomination type | Choose an item. |
| Length of service |  | In current post |  | In grade |  |
| Leaving post | Choose an item. | Previous honours and dates |  |
| **CITATION** |
| Short citation *[Please state in 20 or fewer words the service for which the nominee should be considered]* |  |
| Long Citation *[Please state in no more than* ***460 words or 2700 characters*** *– including spaces, the positions held, their achievements, impact, influence, and how they have excelled in their field.]* |
| **Voluntary and Charitable Services** [*Please list the voluntary and charitable services behind the scope of their work if applicable - included in word / character count listed above*] |

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| **ABOUT THE NOMINATION** |
| **Nominator’s details**Name:Role & organisation:Relationship to nominee:Phone no:Email:Address: |

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| **Please provide two letters which endorse the nominee’s contribution from people who are familiar with his or her services. Ideally these should be attached to this form, but they may be sent separately. Please list the details of people who provided the letters of support below:**Name:Role & organisation:Relationship to nominee:Name:Role & organisation:Relationship to nominee: |

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| **Any post(s), with start and end dates, in which the nominee has excelled.***  **If you do not know exact dates, please estimate the period of time**
*  **Please state if the post was paid or unpaid or you do not know**
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| **Are there others giving a similar service to that of the nominee? (Delete as appropriate):** Yes/No**If YES, please tell us what makes the nominee and their contribution stand out from others?** 100 words max. |

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| **Please list any other ways in which the nominee’s contribution has been recognised elsewhere (for example, in the media, by awards, by professional/interest groups or through local government). 1**00 words max. |