**Spotlight Award Nomination Form**

*Shining a Light on Extraordinary Performance*

**Please read the guidelines before completion of the form.**

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| **Section A – for completion by Nominator** |
| **Please indicate whether you wish to nominate an Individual** [ ]  **or Team** [ ]  |
| **Whom do you wish to nominate?** |
| **Name:** | **Job Title:** |
| **School/Lead Area/Unit:** |
| **Which Team do you wish to nominate?** |
| **Team:** |
| **School/Lead Area/Unit:** |
| **Nominated by:** |
| **Name:** | **Job Title:** |
| **Date:** Click here to enter a date. |
| **Choose which category the nomination applies to** |
| * For a specific and one-off achievement
 |  |
| * For consistent contributions and performance above and beyond expectations
 |  |
| * For exceptional dedication to learning, assessment and teaching
 |  |
| **Citation:** Introduction: Click or tap here to enter text.Background:Click or tap here to enter text.Reason for the Award:Click or tap here to enter text.Impact:Click or tap here to enter text. |
| **Section B – endorsed by Director of School/Head of Unit** |
| **Endorsed by:****Name:****Signed:** | **Job Title:****Date:** Click here to enter a date. |

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