**Spotlight Award Nomination Form**

*Shining a Light on Extraordinary Performance*



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| **Section A – for completion by Nominator** | |
| **Whom do you want to nominate?** (You may nominate an individual or a team) | |
| **Name(s):** | **Job Title(s):** |
|  |  |
|  |  |
| **School/Lead Area/Unit:** | |
| **Nominated by**  **Name:** | **Job Title:**  **Date:** Click here to enter a date. |
| Wording to be used in award letter, word count approx. 250 words.  This award is in recognition of ....... | |
| **Section B – endorsed by Director of School/Head of Unit** | |
| **Endorsed by:**  **Name:**  **Signed:** | **Job Title:**  **Date:** Click here to enter a date. |