

## **Nomination Information**

Welcome to the fourth **Yorke Peninsula Celebration of Employment Awards**. Please find accompanying this document an application form detailing all required information to assist your nominee's eligibility for the awards. Nominations are open to employees and employers that work or live in the District Council of the Copper Coast, District Council of Yorke Peninsula, District Council of the Barunga West or Wakefield Regional Council. The nomination process involves completing the application form and then participating in a short interview (at the nominee's workplace) in early September. Employee category winners will receive a plaque and cash prize. The awards presentation dinner will be held on Saturday 9<sup>th</sup> October.



The categories are:

- 1. Apprentice of the Year**
- 2. Trainee of the Year**
- 3. Australian School Based Apprentice of the Year**
- 4. Employee of the Year**
- 5. Small Employer of the Year** (5 or less Full Time Equivalent (FTE) employees)
- 6. Medium Employer of the Year** (6-49 5 FTE employees)
- 7. Large Employer of the Year** (50 or more FTE employees)

If you require further information or assistance with completing documentation please contact Andrew Oakes on 0417 807 592 or email [aoakes@yorkeandmidnorth.com.au](mailto:aoakes@yorkeandmidnorth.com.au).

### **Conditions of Nomination**

#### **1. Apprentice**

Apprentices must have completed a minimum of 1.5 years of their contract term as at the 30/6/10 and be signed into a Contract of Training.

#### **2. Trainees**

Trainees must have completed a minimum of 4 months of their traineeship as at 30/6/10 and be signed into a Contract of Training.

#### **3. Australian School Based Apprentice (ASBA)**

ASBA's must have completed a minimum of 4 months training as at 30/6/10. ASBA's must be signed into a Contract of Training

#### **4. Employee**

Employees of any age who have served a minimum of 1 year employment for the same employer (including trainees and apprentices) are eligible for this category.

#### **5. Employer**

Employer demonstrates a consistent commitment to training and / or

Employs people from minority groups e.g. disabled, indigenous or women in non-traditional roles and / or Practices innovative employee initiatives.

**All applications must be received by 5pm Friday 13<sup>th</sup> August 2010**

Return completed applications to

Attention: Andrew Oakes

Regional Development Australia – Yorke & Mid North

85 Ellen Street, Port Pirie SA 5540

E-mail to [aoakes@yorkeandmidnorth.com.au](mailto:aoakes@yorkeandmidnorth.com.au)

**Thank you for your application and good luck!**

# Nomination Form

Please tick nomination category

- Apprentice** (Complete section A)
- Trainee** (Complete section A)
- Australian School Based Apprentice** (Complete section A)
- Employee** (Complete section A)
- Employer (small, medium or large)** (Complete section B)

2009-2010

Yorke Peninsula

Celebration of Employment

## SECTION A

### Nominee's personal details

Name \_\_\_\_\_

- Male**                       **Female**

Address \_\_\_\_\_

Postal address (if different) \_\_\_\_\_

Home phone \_\_\_\_\_

Mobile phone \_\_\_\_\_

Email \_\_\_\_\_

Date of birth \_\_\_\_\_

Start date on contract of training (if applicable) \_\_\_\_\_

Completion date on contract of training (if applicable) \_\_\_\_\_

Training organisation (if applicable) \_\_\_\_\_

- Employed casual**                       **Employed part time**                       **Employed full time**

Employment start date \_\_\_\_\_

## Yorke Peninsula Celebration of Employment 2009-2010

### SECTION A (continued)

#### Employer's details

Organisation name \_\_\_\_\_

Organisation's actual location \_\_\_\_\_

Name of primary contact person \_\_\_\_\_

Position held by contact person \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email address \_\_\_\_\_

***(Please attach all documentation in support of this application to enhance your employee's chances of winning. E.g. written statements, references, reports, sample work etc.)***

#### **Please tick appropriate boxes**

*Employee displays the following qualities that should be considered in support of his/her application*

- Shows initiative
- Good work ethics
- Willingness to improve and learn new work skills
- Active team participant
- Shows development of time management skills
- Applies new skills constructively in the workplace
- Willing to work outside Job description
- Adheres to occupation, health, safety and welfare regulations
- Actively participates in staff training
- Displays leadership qualities
- Would be a positive role model for future applicants
- Is involved in community sport or club activities
- Is respected by work colleagues



**Yorke Peninsula Celebration of Employment 2009-2010**

**SECTION B - Employer of the Year Nominations**

Organisation name \_\_\_\_\_

Name of person nominating \_\_\_\_\_

Contact details \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email address \_\_\_\_\_

Number of Full Time Equivalent (FTE) Employees \_\_\_\_\_

*(There are 3 categories this year small = 5 or less FTE employees, medium = 6-49 FTE employees and large = 50 or more FTE employees)*

***PLEASE NOTE: Only activities occurring between July 1<sup>st</sup> 2009 and July 1<sup>st</sup> 2010 will be considered***

***Employer nominee must satisfy one or more of the following criteria for nomination***

- Please outline your organisation’s commitment to training. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Does your organisation employ minority groups (e.g. disabled, indigenous and women in non-traditional roles)? If yes, please explain.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Does your organisation offer innovative employee incentives? If yes, please explain.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Please attach all documentation in support of this nomination***

**Declaration**

I/we agree to any publicity as a result of nomination for the “Yorke Peninsula Celebration of Employment 2009-2010” awards. All information provided is true and correct as at July 1<sup>st</sup> 2010.

Signature of employer representative \_\_\_\_\_

Date \_\_\_\_\_

**Yorke Peninsula Celebration of Employment 2009-2010 is proudly supported by**



- South Australia Works in the Regions
- Statewide Group Training
- Mission Australia Apprenticeship Solutions
- Business SA
- Accustom Consulting

TAFE SA

- Trades Schools for the Future
- Regional Australian Apprenticeships Centre
- Vennings
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