



# **Service Excellence Award for Leadership Nomination Verification Form**

## **Award Description:**

For a Head of Entity within a Government entity who has served as an active champion for a culture of service excellence. This Leader would have promoted and encouraged among employees a Service Excellence culture by recognising and rewarding a job well done. As well as advanced and promoted initiatives that improved the quality and accessibility of Government services.

## **Guidelines:**

The award category 9 will be based on nomination. The following are the guidelines governing this nomination process:

- I. Nomination is open to all GoJ Ministries, Departments, Agencies, Commission of Parliament and Public/Regulatory Bodies.
- II. Must be the Head of Entity.
- III. Nomination must be made by an employee from the entity and must be co-signed by at least 1 person from each unit/division within the entity.

### **1. Name of Entity**

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### **2. Name and Position of Head of Entity being nominated.**

**3. Please list all the units/or departments in your entity.**

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**4. Name and position of the person who will be completing the application**

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**5. Signature of person completing Application**

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**Date**

- 6. Below please have at least 1 staff member from each unit/division co-sign. Please provide name, position and unit/division.**