

Name of Nominee \_\_\_\_\_

## CHARLES E. DUNBAR, JR. CAREER SERVICE AWARD

YEAR \_\_\_\_\_

### **PART I - NOMINATION INFORMATION**

Nominee's Name \_\_\_\_\_

Job Title \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

Dept / Agency \_\_\_\_\_

Marital Status \_\_\_\_\_ Spouse \_\_\_\_\_

Number of Children \_\_\_\_\_

Nominated By \_\_\_\_\_

Title \_\_\_\_\_

Dept / Agency \_\_\_\_\_

Office Address \_\_\_\_\_ Office Phone \_\_\_\_\_

\_\_\_\_\_  
Nominator's Signature

### **Approved:**

Agency Head \_\_\_\_\_ Office Phone \_\_\_\_\_

\_\_\_\_\_  
Signature of Agency head  
(or Designee)

Name of Nominee \_\_\_\_\_

**PART II - COMMITMENT TO THE CLASSIFIED SERVICE (Maximim 10 Points)**

This part is designed to obtain the following information (a) length of service, and (b) progression of responsibility as career civil servant.

Please feel free to copy this form in order to describe ALL career civil service positions. BEGIN WITH CURRENT POSITION LIMIT DESCRIPTION OF JOB DUTIES TO FIT THE SPACE PROVIDED.

Total Length of Classified Service \_\_\_\_\_

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\_\_\_\_\_  
Title of Position

\_\_\_\_\_  
Name of Employer and Agency

Dates of employment:                      Beginning \_\_\_\_\_

End \_\_\_\_\_

Brief Summary of Job Duties:

\_\_\_\_\_  
Title of Position

\_\_\_\_\_  
Name of Employer and Agency

Dates of employment:                      Beginning \_\_\_\_\_

End \_\_\_\_\_

Brief Summary of Job Duties:

\_\_\_\_\_  
Title of Position

\_\_\_\_\_  
Name of Employer and Agency

Dates of employment:                      Beginning \_\_\_\_\_

End \_\_\_\_\_

Brief Summary of Job Duties:

Name of Nominee \_\_\_\_\_

**PART III - CONTRIBUTIONS TOWARD WORK OR WORKPLACE IMPROVEMENT (Maximum 40 Points)**

Describe specific activities or contributions which you feel should be evaluated. Points you should address in the narrative are (a) contributions to improving the classified service, (b) permanency of impact, (c) quality of work that demonstrates the employee's integrity and ethical conduct, and (d) activities that have improved the image of public employment. **LIMIT TO SPACE PROVIDED.**

**PART IV - PERSONAL INITIATIVE (Maximum 40 Points)**

Give specific examples of results of the nominee's performance and whether the task was completed on the nominee's own initiative or was a job assignment. The judges are looking for situations which show how the nominee went the "extra mile" for the classified service. **LIMIT TO SPACE PROVIDED.**

Name of Nominee \_\_\_\_\_

**PART V - VOLUNTEER COMMUNITY SERVICE (Maximum 10 Points)**

Describe any work with committees, task forces, organizations which have provided a community service. Include information about civic and charitable organizations, church work, school or youth-related activities.

**LIMIT TO SPACE PROVIDED.**

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**For use by judges only:**

		<u>Points</u>
Part II.	Commitment to the Classified Service (Max. 10 points)	_____
Part III.	Contributions Toward Work or Workplace Improvement (Max. 40 Points)	_____
Part IV.	Personal Initiative (Max. 40 points)	_____
Part V.	Volunteer Community Service (Max. 10 points)	_____
	<b>TOTAL Max. (100 points):</b>	_____