**Award
Nomination Form**

*To be used for nominations for*

Lifetime Achievement Award for Practical Application

Volunteer of the Year Award

New Ergonomist of the Year Award

*(all for CIEHF members only)*

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Please complete the nomination by following this step-by-step approach:

1. Give details about your nomination

|  |  |
| --- | --- |
| Which award is this nomination for? |  |
| Who are you nominating for this award? |  |

1. Provide contact details

|  |  |
| --- | --- |
| Your name, as nominator |  |
| Your job title and organisation |  |
| Your email |  |
| Job title and organisation of your nominee |  |
| Email of your nominee |  |

1. Give your reasons for this nomination

Please provide a statement here about why you believe the nominee should receive the award (use as much space as you need).

|  |
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|  |

1. Find two referees

Please supply the names and details of two referees who have agreed to support this nomination.

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Job title and organisation |  |  |
| Relationship to nominee(s) |  |  |

Please ask each of the referees to ensure:

1. They prepare a supporting statement giving information about their connection to the nominee and why they support this award nomination.
2. They email their statements directly to ciehf@ergonomics.org.uk by no later than **9 February** in order to complete this nomination.

Please note that we will not be able to accept the nomination if we do not receive the referee statements by the closing date.

1. Gather supporting documents

Please gather any documents such as a detailed CV, a description of work activities or career achievements that you think will support this nomination for the award.

1. Make your submission!

When you’re ready, please save this document, then [submit this nomination form and supporting documents.](https://app.smartsheet.com/b/form/377885c761f44c6e8199fd8bb8fe4a33)

The closing date is 9 February.

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If you have any questions, please email ciehf@ergonomics.org.uk

Thank you.