**NDCN Department Award for Support Staff Application Form (2022)**

***Please see guidance notes below***

*Please send the completed form to* *hodoffice@ndcn.ox.ac.uk*

|  |  |
| --- | --- |
| Name: | Job Title: |
| Nominee’s/group’s everyday role in the group/Department (<200 words): |
| Nominee’s/group’s exceptional contribution to the work of the Department in a professional support role during 2021 (<500 words): |
| Signed by the nominee(s): | Date: |
| Signed by the supervisor/line manager\*: | Date: |

\* Required only if application is a self-nomination

***Guidance notes***

NDCN invites **either** nominations from supervisors/line managers **or** applications from individual members of the Department or groups for the Award for Support Staff. The prize will recognise a member of/members of, or group in, the Department who has/have made an exceptional contribution to the work of the department in a professional support role in 2021.

Nominations or applications should be submitted, using the application form by the closing date of **5pm** on **Friday 29 April 2022,** to the HoD Office – hodoffice@ndcn.ox.ac.uk

Eligibility criteria

The applicant(s) should:

* Be an employee(s) of NDCN
* Have made substantial contributions to the success of the Department in a professional support role during 2021

Assessment criteria

Applications will be assessed by members of the Teaching Committee against the following criteria:

* Impact of the work
* Applicant’s/Group’s contribution to the work

The winner/winners will be awarded a share of the prize of £500.