

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 _____

Office Address _____ Office Phone _____

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 (Maximum 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 THE CURRENT POSITION. LIMIT DESCRIPTION OF JOB DUTIES TO FIT SPACE PROVIDED.

Total Length of Classified Service _____

Title of Position

Name of Employer and Agency

Dates of Employment: Beginning _____ End _____

Brief Summary of the Job Duties:

Title of Position

Name of Employer and Agency

Dates of Employment: Beginning _____ End _____

Brief Summary of the Job Duties:

Title of Position

Name of Employer and Agency

Dates of Employment: Beginning _____ End _____

Brief Summary of the 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 of 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.**

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)	_____
TOTAL (Max. 100 points)		_____