

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

**CHARLES E. DUNBAR, JR. CAREER CIVIL SERVICE AWARD  
2020-2021  
(DUE BY THURSDAY, SEPTEMBER 23, 2021)**

**PART I – NOMINATION INFORMATION**

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

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

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

Email Address \_\_\_\_\_

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

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

Marital Status (optional) \_\_\_\_\_ Spouse (optional) \_\_\_\_\_

Number of Children (optional) \_\_\_\_\_

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

Title \_\_\_\_\_

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

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

Email Address \_\_\_\_\_

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

Approved:

**Appointing Authority** \_\_\_\_\_ Office Phone \_\_\_\_\_

\_\_\_\_\_  
Appointing Authority (or Designee)

**Dept/Agency HR Director** \_\_\_\_\_

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

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 a career civil servant.

**TOTAL LENGTH OF CLASSIFIED SERVICE** \_\_\_\_\_

**SUMMARY OF CLASSIFIED SERVICE**

**THREE MOST RECENT POSITIONS**

Title \_\_\_\_\_

Name of employer and Agency \_\_\_\_\_

Dates of Employment: Start \_\_\_\_\_ End \_\_\_\_\_

Title \_\_\_\_\_

Name of employer and Agency \_\_\_\_\_

Dates of Employment: Start \_\_\_\_\_ End \_\_\_\_\_

Title \_\_\_\_\_

Name of employer and Agency \_\_\_\_\_

Dates of Employment: Start \_\_\_\_\_ End \_\_\_\_\_

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 demonstrate the employee’s integrity and ethical conduct, and (d) activities that have improved the image of public employment.

**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.

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.

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**For use by judges only:**

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