Please send completed forms to [mb-honours@dhsc.gov.uk](mailto:mb-honours@dhsc.gov.uk)

Before you start writing the nomination please check to see if this is the right time to nominate someone. Do you need to prioritise somebody else this round? Is it premature? Do you need to wait and see how things turn out? If you wait, are they likely to be eligible for a higher award in a few years?

If they are unwell or about to retire, please let us know in your cover email when you submit the nomination. **If they have already retired, it is unlikely that we can consider the nomination.**

|  |  |
| --- | --- |
| **1. ABOUT YOU THE NOMINATOR** | |
| Nominated by | Name, how you know the nominee (manager, colleague), job title |
| Email address | Click to enter email address |
| Supported by | Name, how they know the nominee, job title |
| Supported by employer or a senior member of the organisation | Yes  No  If supported enter the name of the individual and position within organisation (CEO, Chair) |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2. ABOUT THE NOMINEE** | | | | | | | | |
| Last name | Click to enter text | | First name(s) | | Click to enter text | | | |
| Title | Choose an item. | | Post-nominal letters (Previous honour, JP, DL) | | | | | Click to enter text |
| Name known as if different from above (this could be a different first name, surname or a professional name) | | | Click to enter text | | | | | |
| Date of birth | [DD/MM/YYYY] | | Age not known | | | | | |
| Nationality(s) | Click to enter nationality. If the nominee had dual nationality, please enter both nationalties. | | | | | | | |
| Foreign national | Yes  No | | Dual national | | | Yes  No | | |
| Home address | Click to enter text | | | | | | | |
| Town or city | Click to enter text | | | | | | | |
| County | Click to enter text | | Postcode | Click to enter text | | | | |
| Country | Click to enter text | | | | | | | |
| Phone | Click to enter text | | Email | Click to enter text | | | | |
| **Details of the nominee’s role** | | | | | | | | |
| Total time in current role | | Click to enter number of years | Total time in voluntary and charitable service | | | | Click to enter number of years | |
| Is the nominee leaving their current post? | | | Yes  No | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| If ‘yes’, please explain why e.g. retiring  (please see notes at the top of the form) | | | | | Click to enter text | | | |
| **Diversity information for the nominee** | | | | | | | | |
| Gender | | Female  Male  Other | | | Disability | | Yes  No  Prefer not to say  Not known | |
| Ethnicity | | **Asian/Asian British**  Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background  **Black/African/Caribbean/Black British**  African  Caribbean  Any other Black/African/Caribbean background  **Mixed/Multiple ethnic groups**  White and Black Caribbean  White and Black African  White and Asian  Any other mixed/multiple ethnic background | | | **White**  English/Welsh/Scottish/Northern Irish/British  Irish  Gypsy or Irish Traveller  Any other White background  **Other ethnic group**  Arab  Any other ethnic group (please describe):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Not known** | | | |
| **For nominees who are Civil Servants only** | | | | | | | | |
| Grade | Click to enter text | | Length of service in grade | Click to enter number of years | | Total length of service | | Click to enter number of years |

|  |  |
| --- | --- |
| **3. CITATION** | |
| Short citation | Job title, Organisation. For services to… |
| Long citation  Max 3,000 characters (including spaces) or approximately 480 words | Guidance notes for the long citation:  1. The long citation should support and give evidence to back up the short citation, its focus needs to be on the impact of the nominee.   How were things before they began? How are they now? Why are things better? What has changed?  2. You need to provide enough context for the reader to understand why the impact was significant as they may not have much knowledge of the field. Why does this work matter? Why does this achievement set them above others in the field?  3. You need to be clear on whether someone’s activities were their paid role or in addition to it (including voluntary work).  If they are being nominated for a paid role – what are they doing that makes them outstanding? How are they going above and beyond what they are expected to do? What are they doing differently?  4. Focus on their recent achievements (past 5 years) and their impact. A citation should not be an extended CV or list of achievements. The nominee must still be active in the field.   5. Give examples of how they have demonstrated outstanding quality and the difference that their contribution has made. Providing evidence of impact will help to make the case for an honour.  General advice: Start with a sentence that summarises the impact that the nominee has had, follow up with the most recent and greatest achievement, provide evidence to support the case. Include one or two further examples where appropriate to demonstrate how the nominee is outstanding.  Example of opening sentence: “He found that the charity was wasting over £1m a year on inefficient administration and had no effective PR. He altered procedures, reduced staff and adopted a positive approach by putting the people the organisation was supposed to be helping at the top of his priority list.” |
| Voluntary and charitable services  This can help to strengthen a nomination, but it is not essential. Any text entered in this box will count towards the 3000-character (480 word) limit |