



This award will be presented to any State or Local staff member. It must state the name of the staff person proposed for consideration, the Association he or she works for, the years of service and the particular reason for the nomination. **This application must be filled out and submitted by the nominator.** Please be sure to complete all areas of the application.

Should you need additional space for criteria, please note and attach a separate sheet.

Candidate Information	
Name	
Company	
Address	
City, St & Zip	
Phone	
Fax	
Email	

Nominated By	
Name	
Company	
Address	
City, St & Zip	
Phone	
Fax	
Email	

Job Performance
Individual initiative: performance above and beyond the normal expectations of the position. Describe in 50 words or less.
Extraordinary assignments: performance relating to extra assignments by an association or employer. Describe in 50 words or less.
Exemplary conduct of normal duties: e.g., attendance, dependability, punctuality, etc. Describe in 50 words or less.

Personal Attitude

Positive and professional in all contacts with others; and represents the HBA in the best possible way. Describe in 50 words or less.

Commitment to the Mission and Goals of the HBA

Reflected by service and responsiveness:

- above and beyond what is expected in job performance
- Evidence of loyalty to the association

Describe in 50 words or less.

Years of Service

Must be employed at least 12 months by the association to qualify for this award (2 points per level of service)

- | | | |
|---------------------------------|-----------------------------------|---------------------------------|
| <input type="radio"/> 12 months | <input type="radio"/> 6-10 years | <input type="radio"/> 21+ years |
| <input type="radio"/> 1-2 years | <input type="radio"/> 11-15 years | |
| <input type="radio"/> 3-5 years | <input type="radio"/> 16-20 years | |

Supporting Materials - Please attach separately and indicate what is included with check marks

- Two letters of recommendation on why the nominee qualifies and should receive the award.
- At least one professional recommendation for the nominee from the local HBA.
- At least two different professional and two different personal photos of the nominee that relate to the content provided in the entry. (These photos will be used to product a video presentation of the winners.)

Submitter's Affidavit

Signature

Date

Print Name

Mail completed entry with supporting materials to:
Awards
Builders Association of Minnesota
525 Park St, Ste 150
St. Paul, MN 55103