



DEFENCE RESERVES SUPPORT

Supporting Australia's Reservists and their Employers

EMPLOYER SUPPORT AWARDS NOMINATION FORM

Nominated by reservist employees, the Employer Support Awards (ESA) are designed to formally recognise those employers who have demonstrated their commitment to supporting reservists in their workplace. While the awards program does not provide any financial or commercial gain to employers, it does offer the chance to give employers the formal public recognition they deserve.

Privacy Statement

Defence collects the personal information requested in this form for the purpose of conducting an Employer Engagement Activity, namely the Employer Support Awards. The information provided will be used to assess an employer's suitability to receive an award. The information requested is provided voluntarily, and is not required by or under any Australian law.

However, if you do not provide the information requested, your nomination may not be considered. Defence will not disclose the personal information to any marketing organisation or overseas recipient. For further information relating to Defence privacy policy visit <http://www.defence.gov.au/footer/privacy.htm>. Complaints about the handling of your personal information can be submitted to defence.privacy@defence.gov.au. Once received, your complaint will be forwarded to the appropriate area within Defence for action.

Important Information:

This form will be reviewed and judged against other employers in the same awards category, by a selection panel of senior and executive members of Defence and Industry, to determine the winner at state/territory and national levels of the Employer Support Awards. When submitting, you should provide as much relevant information as you can, and use as many appropriate examples as possible to show how your employer has supported you throughout the year/s.

All nominations are subject to *Reserve Service (Protection) Act 2001* checks prior to progressing to the selection panel. Each state/territory category winner will progress to be considered in the National Employer Support Awards. If your nomination results in a category win at state/territory level Employer Support Awards, you will be required to make an additional submission of your nomination in the form of a short video, to be considered in the national awards.

It is perfectly acceptable to seek assistance from your chain of command or employer when completing the nomination, to expand and enhance it in ways that will strengthen and differentiate it from other supportive employer nominations.

Please send completed forms to jssd.drs@defence.gov.au

1. RESERVIST DETAILS

Rank:		PMKeyS #:	
First Name:		Last Name:	
Gender (F, M, X):		Enlistment / Appointment Date:	
Service:	Navy	Army	Air Force
Reservist Unit:		Years Served:	
Phone Number:			
Civilian Position:		Email:	

2. ORGANISATION DETAILS

Organisation Name (as it will appear on the Award & Certificate):				
Australian Business Number (ABN):				
Awards category:	Private	Not for Profit	Public	Public (Department of Defence)
Number of Employees:	Small (0-19)	Medium (20-199)		Large (200+)
Is your organisation part of a larger entity?	Yes	No	ABN of larger entity:	
Are you nominating the larger or smaller entity? Why?				
Industry Classification: Click here for further guidance	Agriculture, Forestry and Fishing Mining Manufacturing Electricity, Gas Water and Waste Services Construction Wholesale Trade Retail Trade Accommodation and Food Services Transport, Postal and Warehousing Information Media and Telecommunications		Financial and Insurance Services Rental, Hiring and Real Estate Services Professional, Scientific and Technical Services Administrative and Support Services Public Administration and Safety Education and Training Health Care and Social Assistance Arts and Recreation Services Other Services	

3. EMPLOYER CONTACT DETAILS

I confirm I have permission from the relevant parties to complete the section below, for the purpose outlined in the above privacy policy

Title:		Gender (F, M, X):	
First Name: (Supervisor)		Last Name: (Supervisor)	
Position in Organisation: (Supervisor)			
Work address:			
Suburb:			
State:		Postcode:	
Phone number:			
Email:			
Website:			

4. EMPLOYER KNOWLEDGE OF DEFENCE RESERVES AND EMPLOYER SUPPORT

	Yes	No	Unknown
Is your employer aware of the Defence Reserves & Employer Support team?			
Is your employer aware of the Supportive Employer Program?			
Does your employer have a Reserve Leave Policy? E.g. Reserve service leave, top up pay etc...			
Is your employer aware of the Employer Support Payment Scheme (ESPS)?			
Has your employer participated in an Employer Engagement Activity? <ul style="list-style-type: none">• Exercise Boss Lift• Exercise Executive Stretch• Other:			

5. NOMINATION RESPONSE

Provide a strong example (or multiple examples) of how your employer has shown commitment and or gone above and beyond to support you, and your Reserve service in the workplace, in particular over the last 12 months:

What impact has your Reserve service had on your employer, in particular over the last 12 months?:

Provide examples of specific absences (including dates) for Reserve service from your civilian workplace :

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DECLARATION

I consent to the collection, use, storage and disclosure of this information for purposes associated with the proper management of my Employer Support Award nomination and otherwise in connection with the administration of and any action associated with this form.

I have a protected identity and require contact prior to announcements being made

I consent to taking part in interviews or photographs related to the Employer Support Awards

Yes, I would like to receive information about Defence Reserves and Employer Support activities

Yes, my employer would like to receive information about Defence Reserves and Employer Support activities

Signature of Nominator:		Date:	
Printed Name:			