



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 are committed 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

Prior to submitting the form please note that your nominated employer will be judged against other employers in the same sector, therefore it is extremely important to provide as much relevant information as possible, when responding to the questions below.

In its entirety the form provides the judging panel with a capability statement and profile of your employer, which will assist the panel to compare nominations and ultimately make a decision on each sector winner.

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 entries.

1 RESERVIST DETAILS

Rank:		PMKeyS #:	
First Name:		Last Name:	
Service:	Army	Navy	Air Force
Enlistment / Appointment Date:		Years Served:	
Reservist Unit:			
Preferred Phone Number		Preferred Email:	
Civilian Position:			

2. ORGANISATION DETAILS

Organisation Name (as it will appear on the Award):				
Australian Business Number (ABN):				
Sector:	Commonwealth Government	State & Territory Government	Not for Profit	Private
Number of Employees:	Small (0-19)	Medium (20-199)	Large (200+)	
Is this organisation part of a larger entity?	Yes		No	
Name of the larger entity:				
ABN of the larger entity:				
Are you seeking to nominate the larger entity or the smaller organisation? Why?				
Industry Category: 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

As these are personal details please acknowledge that you have permission from the relevant parties to provide us with the details in this section for the purposes outlined in the privacy statement.

I have permission from the parties detailed in this section to provide these details.

Supervisor First Name:		Supervisor Last Name:	
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Gender:	Male	Female	Unspecified	Title:	
Position in Organisation:					
Work Address:					
Suburb:		State:		Postcode:	
Website:					
Preferred Phone Number:		Preferred Email:			

Contact details of person who would be appropriate to invite to awards night with you from the nominated organisation (if different to the above):

First Name:			Last Name:		
Gender:	Male	Female	Unspecified	Title:	
Position in Organisation:					
Work Phone No:		Work Email:			

4. EMPLOYER KNOWLEDGE OF DEFENCE RESERVES & EMPLOYER SUPPORT

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

5. REASON FOR NOMINATION

Please note that for a category winner, this and other information in the nomination will be used as the basis for the citation to be read at the awards event.

Nominations should address the following questions as a minimum.

1. How is your employer committed to supporting reserve service in your workplace?
2. Has your employer supported reservists over a **sustained period, or made a special effort** to enable you to complete your reserve service?
3. Please provide examples of specific absences (including dates) for reserve service from your civilian workplace and what impact your reserve service had on your employer.



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.

Signature of Nominator:		Date:	
Printed Name:			