

2026 CM Business Awards - Employee of the Year Application Form

Form Preview

Introduction

Things to Note

- 1.The *Employee of the Year* category celebrates excellence in an individual employee. Applications must be completed by the employer/manager (of the employee being entered).
- 2.This award recognises the excellence of an individual employee who has shown outstanding effort in providing exceptional value to their employer and customers.
- 3.Some responses have minimum and maximum word limits.
- 4.If needed, you may attach supporting documents at the end of the application.
- 5.After creating a SmartyGrants login and starting an application, you can save your progress and return at any time up until the closing date (28 June 2026).
- 6.Incomplete applications will not be assessed.
- 7.Employees selected as finalists will be required to meet with judges at an agreed location as part of the judging process.
- 8.When responding, please read and follow the hint provided at the bottom of each answer box.
- 9.When responding to long-form questions, include clear examples and outcomes. Judges can only assess what is provided in the application

Business and Employee Details

* indicates a required field

Business contact details

Business name *

Enter the registered name of the business employing the nominated employee.

Business ABN (IF APPLICABLE)

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	

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Tax Concessions

Main business location

Enter your ABN if applicable. This will automatically populate your business details from the Australian Business Register. If you do not have an ABN, leave this field blank.

Business address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Business web address

Must be a URL

BUSINESS OWNER OR MANAGER DETAILS *

Title

First Name

Last Name

Provide details for the owner, manager or supervisor responsible for the nominated employee. This person may be asked to meet with judges if the employee becomes a finalist.

Position held *

For example: business owner, director, manager, supervisor or equivalent.

Phone number *

Email address: *

Would you like to add a second contact person to the application?

YES

NO

Add a second contact if there is another person the awards team may need to contact about this nomination.

Second Contact for Application

Contact Name *

Title

First Name

Last Name

Position held *

Contact number: *

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Contact Email *

Must be an email address

Second Email, if relevant

Must be an email address.

Employee contact details

Please provide details of the nominated employee here (please note we will contact the business owner/manager in the first instance): *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Enter the full name of the employee being nominated.

What is the nominated employee's email address? *

Must be an email address.

What is the nominated employee's phone number? *

Must be an Australian phone number.

What is the nominated employee's position? *

State the employee's job title or role within your business.

About the employee

* indicates a required field

Tell us about the nominated employee.

Please introduce the employee to the judges, including their role, length of employment, key responsibilities, and any progression within the business. Include 1 - 2 examples of achievements or strengths that set them apart. *

Must be between 100 and 350 words.

Introduce the employee as if the judges have never met them. Include: Their role and key responsibilities Length of employment Any progression or increased responsibility 1-2 examples of achievements or strengths that set them apart Focus on clarity and evidence rather than general praise.

How has the employee developed their skills and knowledge since starting with the business? Describe any training, mentoring, or new responsibilities taken

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on, and explain how this development has improved their performance and/or benefited the business. *

Word count:

Must be between 50 and 250 words.

Describe how the employee has developed since starting with the business. Include training, mentoring, additional responsibilities or new skills gained, and explain how this has improved performance or benefited the business.

How does the employee demonstrate a strong work ethic, initiative, and commitment to their role and learning? Provide 1-2 examples of consistent behaviours (e.g., reliability, accountability, problem-solving, ownership) and the impact on the team, customers, or results. *

Word count:

Must be between 50 and 250 words.

Provide 1-2 specific examples showing how the employee demonstrates strong work ethic, initiative and commitment to learning. Focus on observable behaviours (e.g. reliability, ownership, problem-solving) and the impact on the team, customers or results.

In what ways has the employee contributed to business success? Consider teamwork, innovation, customer service, process improvements, quality/safety, or cost/time savings. Describe what they did and the outcome (e.g., improved satisfaction, reduced errors, faster turnaround). *

Word count:

Must be between 50 and 250 words.

Explain how the employee has contributed to business success. Consider teamwork, innovation, customer service, process improvements, quality or safety, and describe what they did and the outcome achieved.

How does the employee make a positive impact on workplace culture and/or the broader community? Examples may include leadership, mentoring, wellbeing initiatives, volunteering, community involvement, or representing the business. Describe what they did and the difference it made. *

Word count:

Must be between 50 and 250 words.

Describe how the employee positively contributes to workplace culture or the broader community. Examples may include leadership, mentoring, wellbeing initiatives, volunteering or representing the business, and the difference this made.

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Is there anything else you would like to share to support this application (e.g., testimonials, customer feedback, awards/recognition, or other achievements)? Please include any relevant outcomes or evidence. You may also include relevant web links, if applicable.

Must be no more than 250 words.

Use this section to include any additional information that strengthens the nomination and has not already been covered. This may include testimonials, customer feedback, awards, recognition or measurable outcomes. Relevant web links may also be included.

Supporting Documentation

Attach any relevant documents to support your application.

Attach a file:

A maximum of 6 files may be attached.

Upload any documents that support your responses, such as testimonials, awards, performance reviews, training records or certificates.

Declaration and Privacy Statement

* indicates a required field

Declaration and Privacy Statement

This section must be completed by the employer or authorised representative confirming the information provided is accurate and complete.

I certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of my business.

I agree that I will contact Murray River and Campaspe Shire Councils immediately if any information provided in this application changes, or is incorrect.

Murray River and Campaspe Shire Councils respect all personal and confidential information received and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected from you is required for the delivery of the Campaspe Murray Business Awards. Should you need to change or access your personal details, please contact Murray River Council on admin@murrayriver.nsw.gov.au.

I understand that the information above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

I am authorised to complete this application and have read and understood the declaration and privacy statement *

Yes

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Authorised Person's Name *

Title

First Name

Last Name

Position held *

Date of declaration *