

# AWARDS

## SAMPLE AWARD APPLICATION

**Please note this document is not an application form, it is an indication of the information required to provide when applying for this award**

### CEO Diversity, Equity and Inclusion Champion

The CEO Diversity, Equity and Inclusion Champion award recognises organisation leaders who actively lead safe cultures and ensure DEI is a priority, demonstrating commitment to DEI in their organisation's workforce, and ensuring all employees can feel a sense of belonging and achievement at work.

Applicants must hold the most senior role in their organisation.

#### Applicant details

- Applicant Name (First and last name of the applicant for the award)
- First Name (For the primary contact for the application)
- Last Name (For the primary contact for the application)
- AHRI member number of the applicant
- Email (For the primary contact for the application)
- Phone Number (For the primary contact for the application)
- Position of the applicant
- Is the applicant the most senior HR or people role in the organisation? (Yes / No)
- Organisation Name

#### Organisation details

##### How many employees (FTE) in your organisation?

- 1 (just me)
- 2
- 3 to 5
- 6 to 9
- 10 to 19
- 20 – 34
- 35 – 49
- 50 – 99
- 100 – 249
- 250 – 499
- 500 – 999
- 1,000 or more

##### How many employees (FTE) in your HR team?

- 1
- 2 – 5
- 6 – 10
- 11 – 20
- 21 – 40
- 41 – 50
- 51 – 75
- 76 – 100
- 101+

#### Industry

- Choose from list of industries provided on the application

#### Sector

- Public
- Private
- Not for Profit
- Other

#### In what location(s) does your organisation operate?

- ACT
- NSW
- NT
- QLD
- SA
- TAS
- VIC
- WA
- Overseas

#### Leadership

How does the applicant demonstrate active and intentional leadership in DEI matters? (500 words)

#### Impact

How has the applicant influenced and enacted change and initiatives resulting in significant and sustainable DEI outcomes? (500 words)

## **Networks & Relationships**

How well does the applicant develop and invest in valuable networks and relationships with internal stakeholders and contributors? (500 words)

## **Consultation**

How does the applicant empower employees to bring their 'whole' selves to work? What do they do to encourage employees in cocreation of DEI solutions? (500 words)

## **Credible Advocate**

How does the applicant personally advocate in DEI matters and what do they do to empower others to bring about change within and beyond their organisation? (500 words)

## **Culture**

How does the applicant contribute to achieving a safe workplace culture which allows respect and a sense of belonging for all employees? (500 words)

**Please note the applicant's CV is required to be included for applications to individual awards and scholarships. It will not count in your supporting evidence total.**

## **Additional evidence**

The award applicant's CV must be submitted to support this application.

The award submission may be supported by evidence in the following format:

- Maximum of 5 x A4 pages (The applicant's CV is not included in these 5 pages)
- Recorded visual presentation (Optional – maximum length 5 mins)

Use of hyperlinks to webpages in supporting evidence counts as one (1) of A4 page.

Please ensure that any critical information is included in your submission statements and does not rely only on evidence. The purpose of evidence is to support what is detailed within the submission statements.

## **Images**

- Please provide a high-resolution headshot in JPEG format
- Maximum file size is 5MB

## **Referees**

To support an application the details of five referees must be supplied.

The following information for each referee will be required

- Name
- Organisation
- Email contact details
- Position title
- Phone contact details
- Relationship to the applicant