

2010
AAPNZ Administrative
Professional
of the Year Award



ASSOCIATION OF
ADMINISTRATIVE
PROFESSIONALS
NEW ZEALAND INC

Te Kōwhiri

Application Form

Administrative professionals “make it happen” in your business, providing a wide range of attributes including effective organisational, leadership and customer focused skills that enhance the efficiency of your organisation. This Award recognises the professionalism and expertise of administrators within the business community in both private sector organisations and government.

Employers are encouraged to nominate and support their professional administrator(s) to apply for this outstanding Award.

Eligibility

1. This Award is open to all administrative professionals throughout New Zealand. Applicants do not need to be members of the Association of Administrative Professionals New Zealand Inc (AAPNZ).
2. All applicants must be employed in an administrative role (i.e. personal or executive assistance, office administrator, secretary or similar position).
3. All applicants will be committed to a career as an administrative professional, ideally holding a full-time administrative professional role for a minimum of five consecutive years. If not full-time in this profession for a minimum of five years, please provide a compelling reason as to why you regard yourself as a career administrative professional.

Non-eligibility

Members of the current AAPNZ National Executive Committee.

Prizes

The winner of the 2010 AAPNZ Administrative Professional of the Year Award will receive a trophy, framed certificate, 12 months membership of AAPNZ and other prizes (to be confirmed).

PLEASE RETURN YOUR COMPLETED FORM PLUS SUPPORTING DOCUMENTATION, TOGETHER WITH THE NON-REFUNDABLE APPLICATION FEE OF \$50.00** (incl GST) BY **25 June 2010** TO:

The Administrative Professional of the Year Award Team
Association of Administrative Professionals New Zealand Inc
PO Box 5431
Lambton Quay
Wellington 6145

ATTN: Vicki Faint

** Please make cheques payable to AAPNZ.
(FAXED AND EMAILED FORMS WILL NOT BE ACCEPTED)

Application Details

To be considered for the 2010 AAPNZ Administrative Professional of the Year Award, please complete the following applicant information:

Full name

Home address

Telephone – Home

Telephone – Mobile

Email Address

Position/Title

Length of service in this position (if under five years, please list the other positions and length of service in each position during the last five years)

Employer/Company Name

Employer/Company Postal Address

Telephone – Work

Facsimile – Work

Name and position of person you report to

Please answer the following, and provide a copy of your current Curriculum Vitae with a letter of support for this application from your employer.

- Role outline:** Briefly describe your duties and responsibilities.
- Achievements:** List your achievements and career highlights to date, and describe how these have contributed to your employment.
- Proficiency:** Detail your experience, attributes and personal career aspirations.
- Contribution/Initiative:** Outline your contributions to your employer's/company's goals and objectives, and explain how you support your employer in achieving these.
- Teamwork:** This is a key element for a happy, cohesive and productive office environment. Describe how you assist to maintain this environment.
- Motivation:** Why did you choose this administrative career path? What characteristics do you use to enthuse and stimulate other administrative professionals in their role?
- Purpose of Nomination:** What prompted you to apply for this Award, and what do you hope to gain from the experience?

As a guide, it is expected your response would not exceed five A4 pages.

Terms and Conditions of Entry

(PLEASE READ CAREFULLY)

To participate in the 2010 AAPNZ Administrative Professional of the Year Award, please complete all questions in this application form and include all requested information and documentation.

All applications and attachments will remain strictly confidential.

Finalists will be selected from their written applications.

Finalists are required to attend an assessment process on Thursday 12 August 2010 in **Christchurch** followed by the announcement of the winner at the Gala Dinner of the 2010 AAPNZ Annual Conference on Saturday 14 August 2010 in Christchurch. The assessment process will consist of a panel interview and attendance at a social function. Fair and reasonable travel and accommodation costs will be arranged and met by AAPNZ.

The judges' decision is final and no correspondence will be entered into.

Your application is accessible to the Award Co-ordinator and independent judging panel, and will be destroyed after the conclusion of the Awards (please note: send copies of supporting documentation as all paperwork will be destroyed).

Names and addresses will be retained to form a database for promotional purposes of AAPNZ and will not be handed to any other party.

Every endeavour has been made to ensure the presentation of all prizes as advertised. However, in the unlikely event that a sponsor is unable to honour their commitment due to unforeseen circumstances, the Award winner and finalists acknowledge that the Association of Administrative Professionals New Zealand Inc will not be expected to supply or replace the prize.

Prizes are not transferable and are not redeemable for cash.

The winner will be required to enter into an agreement as confirmation of their willingness to undertake speaking engagements and promotional activities for AAPNZ through 2010/2011.

Applicant Declaration

In the event I am selected as a finalist, I agree to attend the 2010 AAPNZ Annual Conference Gala Dinner in Christchurch on Saturday 14 August 2010.

I understand that I am required to prepare a brief (two to three minutes) acceptance speech in the event that I am the winner.

I further give my consent that if I am selected as a finalist, any photos and details may be used for future AAPNZ publicity/promotions.

I acknowledge and understand that if I am the winner, relevant information in my application form may be used for promotional purposes by AAPNZ.

I have read and agree to all the terms and conditions contained in this document, and have completed all questions openly and honestly in accordance with the spirit of fair competition.

Signature of Nominee

Date