**Hotel Worker of the Year Award**

**Nomination Form**

The **Hotel Worker of the Year** **Award** is an award forming part of the STAR Awards organised by the Malta Tourism Authority. This award aims to give *Special Thanks and Recognition* to outstanding employees within the hospitality industry who through their commitment, excellent performance and positive attitude are considered exemplary employees by management and staff.

**Rules of Participation:**

* Only one nomination per hotel is permitted;
* Nominees must be residents of Malta;
* Nominees may be from either front-of-house or back-of-house operations (any grade):
* Nominations should be submitted by groups of 5 hotel employees (any grade);
* Nominations must be endorsed by the Hotel General Manager / Owner;
* The committee reserves the right to interview any of the nominee’s immediate colleagues or superiors;
* A maximum of 10 pages as attachments are allowed in Annex A;
* Nomination forms may be sent either by email to [starscheme@visitmalta.com](mailto:starscheme@visitmalta.com) or by post addressed as follows: Quality Assurance and Industry HR Directorate, Malta Tourism Authority, Smart City Malta, Building SCM 001, Level 3, SCM 10001, Ricasoli;
* Nominations can also be submitted online on [www.starawardsmalta.com](http://www.starawardsmalta.com);
* Nomination forms must reach the Malta Tourism Authority by **Wednesday 31st October 2019 by 1600 hrs.**

**SECTION A:**

**Name of Hotel:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Nominee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Position of Nominee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of person filling the application:\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Position of the person filling the application \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Names of people proposing the employee for the award:** | **Designation:** |
|  | HR Manager or equivalent |
|  |  |
|  |  |
|  |  |
|  |  |

It is hereby declared that the information provided about the person being nominated for the Hotel Worker of the Year Award is correct and endorsed by the Hotel General Manager / Owner.

**Name of Hotel General Manager / Owner**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION B:**

**Fill in the contact details of nominee and hotel sheet (excel document attached in email)**

Notes:

* The nominee’s and the hotel management’s invitations to the STAR Awards Ceremony will be posted together to the HR Manager.
* Upon receipt of application, the HR Manager will be contacted to inform the nominee to attend a photo shoot prior to the award ceremony.

**SECTION C:  Reasons for Nomination by Management**

1. Provide a basic profile of the person being nominated describing the nominee’s duties and providing concrete examples that the person performs efficiently.

|  |
| --- |
|  |

1. What distinguishes the nominees work from that of colleagues?

|  |
| --- |
|  |

1. Describe a particular instance or instances to substantiate the above (any relevant additional documentation can be attached in Annex A).

|  |
| --- |
|  |

1. How has the nominee expressed initiative/s and/or creativity during the place of work?

|  |
| --- |
|  |

1. Describe any instance/s when the person being nominated has gone beyond the call of duty as assigned (such as helping fellow workers, promoting workers’ cohesion and equal opportunities at the workplace, etc).

|  |
| --- |
|  |

**SECTION D:**

**Annex A**

**Additional Substantiating Documentation**

**Annex B**

**GDPR consent form to give details of nominees to third parties**

**Annex C**

**Guidelines document**