

CRITERIA TO BE APPLIED (Paralegal of the Year):

Instructions on preparing your application.

Summary:

This award will be given to a person who exemplifies the value that a Paralegal can bring to their department, team or wider organisation. The judges are looking for someone who has contributed both in respect of their client-based contribution but also on the wider stage, whether in CSR, business development, training, involvement within the Birmingham legal community or otherwise. The winner of this award will demonstrate commitment to their organisation, clients and their professional and personal development. This award is open to all Paralegals in Birmingham and the surrounding area regardless of whether they are employed in a large or small firm or in-house.

Instructions on preparing your application

- I. Do not exceed the word limit. Any words over the stipulated limit will not be read/or considered.*
- II. Do not supply any additional information/material as it will not be considered.*
- III. Your application will only be assessed on the text you provide so please do take time and care when preparing your text. The marking criteria for this award are available on the Birmingham Law Society website. We recommend that you are mindful of the criteria when preparing your submission.*
- IV. Please provide your application typed up on an A4 size paper ensuring at the top of the document you have inserted:*
 - *Your name as Nominated Candidate*
 - *Name of your Firm/Chambers/Employer*
 - *Your Nominated Category*
- V. Please ensure that you, as the nominated candidate, prepare this document.*
- VI. The shortlist will be announced at the beginning of February. If you are shortlisted you will be invited to attend a 20-minute interview between **Monday 9 March and Thursday 12 March 2020**. A date and time will be allocated in February 2020. **(due to a very tight schedule, please note the interview time allocated will be fixed and therefore no alterations to the allocated slot can be requested.)***

Please in no more than 1200 words, outline why you should be considered for this category in line with the summary above. You might like to consider some or all of the following:

- Give details about a specific case or transaction which has been particularly successful or a facet of your practice which you believe will set you apart from the other nominees.
- Provide details of any individual involvement/contribution you have had with other organisations during 2019 (e.g. BTSS, CBI, BCCI, BPS Birmingham Future, Birmingham Law Society etc).

- Outline how you have made a positive contribution to the reputation of Paralegals and the legal profession during 2019.
- Outline your involvement in charitable activities during 2019.

Please include the total word count at the end of your submission.

DECLARATION:

I confirm that I believe the contents and word counts detailed within this application are true.

Date:

Signature: