**CRITERIA TO BE APPLIED (Legal PA of the Year):**

**Instructions on preparing your application.**

**Summary:**

This award will be given to an individual who has demonstrated an outstanding level of support in the delivery of legal services and has made a contribution which is above and beyond day-to-day expectations. The judges will be looking for someone who has had an exceptional impact on the lawyers and clients that they support, and who is committed to their organisation and their professional and personal development. This award is open to all personal assistants and support team members, regardless of whether they are employed in a large or small firm, a barristers’ chambers, or in-house.

**Instructions on preparing your application**

1. Do not exceed the word limit. Any words over the stipulated limit will not be read/or considered.
2. Do not supply any additional information/material as it will not be considered.
3. 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.
4. 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

1. Please ensure that you, as the nominated candidate, prepare this document.
2. The shortlist will be announced at the end of January 2024. If you are shortlisted, you will be invited to attend a 20-minute interview week commencing 19th February 2024. A date and time will be allocated in February 2024. **(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:**

* The impact you have had on the lawyers and clients that you support, and the contribution you have made which you believe will set you apart from the other nominees.
* Any wider involvement you have had within your organisation or the wider legal or non-legal community.
* Any involvement in charitable activities during 2023.
* How you have made a positive contribution to the reputation of business support professionals and the wider legal profession during 2023.

**Please include the total word count at the end of your submission, together with the declaration below.**

**DECLARATION:**

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

**Date: Signature:**