Please return this form to the City of Big Spring Human Resources office, 310 Nolan, Big Spring, T Texas 79720. It can be downloaded, filled out and emailed to sking@mybigspring.com, faxed to (432) 264-2387, mailed or hand delivered to the Human Resources office.

EMPLOYEE RECOGNITION NOMINATION FORM

Date _____

Who are you nominating?_____

What department does he/she work in?_____

Your name and contact number:_____

_____

Please describe how the nominee's actions, behaviors and/or accomplishments have made a difference. Please be specific, providing as many details as possible.

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Signature_____

Use additional sheets if necessary.