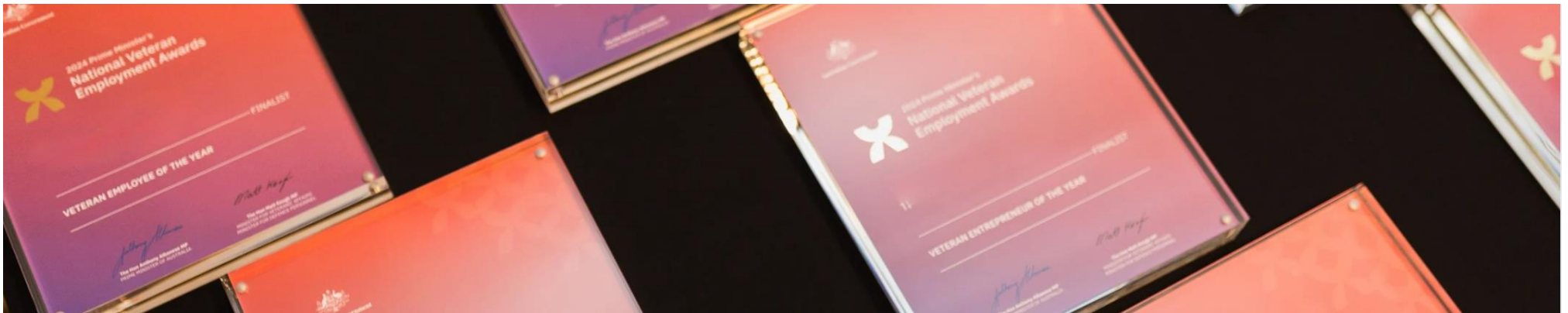


Nomination Pack

2025 Prime Minister's National Veteran Employment Awards

The Prime Minister's National Veteran Employment Awards recognise the achievements of Australian organisations that make significant contributions to the employment of veterans and partners and celebrate the achievements of individual veteran and partner employees and entrepreneurs.



Nominations close 5.00pm AEST, Friday 25 July 2025

Nomination Pack – 2025 Prime Minister’s National Veteran Employment Awards



Table of contents

Awards categories	3
Awards definitions	4
Eligibility and nomination requirements and criteria	6
Veteran Employee of the Year	6
Veteran and/or Partner Entrepreneur of the Year	8
Small Employer of the Year	9
Medium Employer of the Year	10
Large Employer of the Year	11
Best Regional Veteran Employment Initiative	13
Best Veteran Employment Commitment Initiative	14
Champion of Veteran Employment	15
How to submit a nomination	16
Following your submission	25

Nomination Pack – 2025 Prime Minister's National Veteran Employment Awards



2025 Prime Minister's
National Veteran
Employment Awards

Awards categories

This pack will support you to nominate for one or more of the below award categories:

Individual Award Categories

Veteran Employee of the Year

Partner Employee of the Year

Veteran and/or Partner Entrepreneur of the Year

Organisation Award Categories

Small Employer of the Year

Medium Employer of the Year

Large Employer of the Year

Best Regional Veteran Employment Initiative

Best Veteran Employment Commitment Initiative

Individual, Organisation or collaboration

Champion of Veteran Employment

Nomination Pack – 2025 Prime Minister's National Veteran Employment Awards



2025 Prime Minister's
National Veteran
Employment Awards

Awards definitions

For the purposes of the Awards terms and conditions, the following definitions apply:

A veteran is/has:	<ul style="list-style-type: none">• an Australian citizen or permanent resident of Australia• 18-years of age or over• served at least one day, or is serving in the Australian Defence Force• employed by an employer other than the Australian Defence Force (paid or unpaid)
A partner is:	<ul style="list-style-type: none">• an Australian citizen or permanent resident of Australia• 18-years of age or over• the partner (spouse or de-facto) of a serving or former serving Australian Defence Force member (who has served at least one day in the Australian Defence Force)• employed by an employer other than the Australian Defence Force (paid or unpaid)
An entrepreneur is/has:	<ul style="list-style-type: none">• an Australian citizen or permanent resident of Australia• 18-years of age or over• served at least one day in the Australian Defence Force or is serving in the Australian Defence Force, or be the partner (spouse or de-facto) of a serving or former serving Australian Defence Force member (who has served at least one day in the Australian Defence force)• the owner of a business (either solely or jointly) that:<ol style="list-style-type: none">1. is registered and based in Australia2. holds an Australian Business Number3. is owned by:<ul style="list-style-type: none">• a person who has served at least one day, or is serving in the Australian Defence Force• the partner (spouse or de-facto) of a serving or former serving Australian Defence Force member (who has served at least one day in the Australian Defence Force).
A private sector organisation is a business that:	<ul style="list-style-type: none">• is registered in Australia• has been operating in Australia for at least 12 months on the closing date of nominations• has an Australian Business Number that has been active for at least 12 months on the closing date of nominations.

Nomination Pack – 2025 Prime Minister’s National Veteran Employment Awards



2025 Prime Minister’s
National Veteran
Employment Awards

Public sector organisation includes:	<ul style="list-style-type: none"> • organisations registered with the Australian Charities and Not-for-profits Commission • State/Territory or Commonwealth agencies, statutory and local government authorities • Higher education institutions recognised under the Higher Education Support Act 2003.
Collaboration	Two or more individuals, organisations or groups working together to achieve a task or common goal.
Nominator	The nominator can be the individual, organisation or collaboration nominating for the award or another individual.
Nomination platform	The nomination platform for the 2025 Awards is EventsAir, an event management platform. Nominators will be required to create an account as part of the nomination process. Nomination documentation will only be shared with event organisers and those involved in the judging process.
Nominee	The nominee is the individual, organisation or collaboration being nominated for the award.
Referee form	The referee form is a one-page document to support the nomination, to be completed by a person secondary to the nominator. This is to verify and support nomination claims and will be reviewed by the awards judges.
Supporting documentation	<p>Supporting documentation refers to the up to 2 attachments nominators can submit to support their nomination claims. These documents must be PDF documents and no more than 2 pages each. These will be reviewed by the awards judges.</p> <p>Supporting documentation may include, but is not limited to:</p> <ul style="list-style-type: none"> • Work examples • Data or excerpts from reports • Executive, colleague or customer testimonials • Other awards received by the nominee

Nomination Pack – 2025 Prime Minister's National Veteran Employment Awards



2025 Prime Minister's
National Veteran
Employment Awards

Eligibility and nomination requirements and criteria

Veteran Employee of the Year		
<p>Eligibility requirements</p> <p>To be eligible for this award, the nominee must be a veteran, as per the definition on page 4.</p> <p>Nomination requirements:</p> <ul style="list-style-type: none"> • Provision of a short biography detailing the nominee's ADF and civilian career background, including current role. • A referee form completed by a person secondary to the nominator to verify and support nomination claims. • A photo and supporting documentation – maximum of 2 PDF attachments to support nomination claims. 		
Criterion	Guidance Text	Weighting
1. How have you, or your nominee, applied ADF member and veteran skills and attributes to benefit the organisation? <i>250 words</i>	Examples of ADF member and veteran skills and attributes can be found using the Core Skills Identifier , factsheet on benefits of hiring a veteran and ADF values and behaviours .	25%
2. How have you, or your nominee, delivered significant outcomes for the organisation? <i>250 words</i>	Examples may include, but are not limited to: <ul style="list-style-type: none"> • Introducing innovative or better ways of doing business 	25%
3. How do you, or your nominee, positively impact team and organisational culture? <i>250 words</i>	Examples may include, but are not limited to: <ul style="list-style-type: none"> • Modelling resilience and creative problem-solving in times of uncertainty • Championing flexible work and inclusion initiatives through advocating for workplace policy improvements • Implementing an initiative that strengthens the organisation's workforce diversity, workplace cohesion, employee wellbeing, capability building and/or talent retention. 	25%
4. What sets you, or your nominee, apart from others in this category? <i>250 words</i>	Provide any additional information you believe is relevant as to why you, or your nominee, should be considered for this award.	25%

Nomination Pack – 2025 Prime Minister's National Veteran Employment Awards



2025 Prime Minister's
National Veteran
Employment Awards

Partner Employee of the Year

Eligibility requirements

To be eligible for this award, the nominee must be a partner, as per the definition on page 4.

Nomination requirements:

- Provision of a short biography detailing the nominee's background, including experiences, career and current role.
- A [referee form](#) completed by a person secondary to the nominator to verify and support nomination claims.
- A photo and supporting documentation – maximum of 2 PDF attachments to support nomination claims.

Criterion	Guidance Text	Weighting
1. People build a variety of skills and attributes as a partner of a veteran or ADF member. How have you, or your nominee, applied these skills and attributes to benefit the organisation? <i>250 words</i>	Examples of skills and attributes can be found on the VEP Hiring Partners page .	25%
2. How have you, or your nominee, delivered significant outcomes for the organisation? <i>250 words</i>	Examples may include, but are not limited to: <ul style="list-style-type: none"> • Introducing innovative or better ways of doing business 	25%
3. How do you, or your nominee, positively impact team and organisational culture? <i>250 words</i>	Examples may include, but are not limited to: <ul style="list-style-type: none"> • Modelling resilience and creative problem-solving in times of uncertainty • Championing flexible work and inclusion initiatives through advocating for workplace policy improvements • Implementing an initiative that strengthens the organisation's workforce diversity, workplace cohesion, employee wellbeing, capability building and/or talent retention. 	25%
4. What sets you, or your nominee, apart from others in this category? <i>250 words</i>	Provide any additional information that you believe is relevant as to why you or your nominee should be considered for this award.	25%

Nomination Pack – 2025 Prime Minister's National Veteran Employment Awards



2025 Prime Minister's
National Veteran
Employment Awards

Veteran and/or Partner Entrepreneur of the Year

Eligibility requirements

To be eligible for this award, the nominee must be an entrepreneur, as per the definition on page 4.

Nomination requirements:

- Provision of a short biography detailing the nominee and their business.
- A [referee form](#) completed by a person secondary to the nominator to verify and support nomination claims.
- A photo and supporting documentation – maximum of 2 PDF attachments to support nomination claims.

Criterion	Guidance Text	Weighting
1. How has your, or your nominee's, time in the ADF, or supporting a veteran or ADF member, informed the establishment and running of the business? <i>200 words.</i>	Examples of skills and attributes can be found using the Core Skills Identifier , factsheet on benefits of hiring a veteran , the ADF values and behaviours or the VEP Hiring Partners page .	40%
2. Why should you, or your nominee, be awarded Veteran and/or Partner Entrepreneur of the Year? <i>400 words.</i>	Examples may include, but are not limited to: <ul style="list-style-type: none"> • Increasing market share/expands into new markets • Filling a gap or niche in the market • Success in an over-saturated market • Design/delivery of new products/services • Changing or improving the way existing services/products are delivered • Responsiveness to changes in industry and technology and/or to increase efficiency and cost-effectiveness • Demonstrating a culture of innovation, new approaches or technologies • Addressing a veteran-related issue or other social, health or community problem. 	60%

Nomination Pack – 2025 Prime Minister's National Veteran Employment Awards



2025 Prime Minister's
National Veteran
Employment Awards

Small Employer of the Year

Eligibility requirements:

To be eligible for this award, the nominated private or public sector organisation (as per the definitions on pages 4/5) must have fewer than 20 employees.

Nomination requirements:

- Provision of a short biography detailing the nominated organisation (150 words).
- A [referee form](#) completed by a person secondary to the nominator to verify and support nomination claims.
- Logo and supporting documentation – maximum of 2 PDF attachments to support nomination claims.

Criterion	Guidance Text	Weighting
1. How does your organisation demonstrate excellence in the recruitment of veterans and/or partners? <i>250 words</i>	Examples may include, but are not limited to: <ul style="list-style-type: none"> • Educating recruiting staff on military cultural competence, skills translation and transition • internships or work placements/trials for veterans and/or partners. 	25%
2. What policies and practices has your organisation implemented to support and retain veterans and/or partners? <i>250 words</i>	Examples may include, but are not limited to: <ul style="list-style-type: none"> • Implementing a veteran employee HR policy and strategy • Establishing a structured on-boarding process tailored to veterans • Providing a formal or informal mentoring program for veteran/partner employees • Employment programs that consider the needs of and/or have been co-designed with veterans and/or partners • Programs that identify, foster and/or develop veteran and partner talent. 	25%
3. How does your organisation demonstrate leadership and public commitment to employing veterans and/or partners. <i>250 words</i>	Examples may include, but are not limited to: <ul style="list-style-type: none"> • Collecting data on veteran employment, including recruitment, retention, performance and job satisfaction to use to improve your veteran employment initiatives • Promoting veteran employment success stories at your organisation. 	25%
4. What sets you apart from other organisations in this category? <i>250 words</i>	Provide any additional information you believe is relevant as to why your organisation should be considered for this award.	25%

Nomination Pack – 2025 Prime Minister's National Veteran Employment Awards



2025 Prime Minister's
National Veteran
Employment Awards

Medium Employer of the Year

Eligibility requirements:

To be eligible for this award, the nominated private or public sector organisation (as per the definitions on pages 4/5) must have between 20 and 200 employees.

Nomination requirements:

- Provision of a short biography detailing the nominated organisation.
- A [referee form](#) completed by a person secondary to the nominator to verify and support nomination claims.
- Logo and supporting documentation – maximum of 2 attachments to support nomination claims.

Criterion	Guidance Text	Weighting
1. How does your organisation demonstrate excellence in the recruitment of veterans and/or partners? <i>250 words</i>	Examples may include, but are not limited to: <ul style="list-style-type: none"> • Educating recruiting staff on military cultural competence, skills translation and transition • internships or work placements/trials for veterans and/or partners. 	25%
2. What policies and practices has your organisation implemented to support and retain veterans and/or partners? <i>250 words</i>	Examples may include, but are not limited to: <ul style="list-style-type: none"> • Implementing a veteran employee HR policy and strategy • Establishing a structured on-boarding process tailored to veterans • Providing a formal or informal mentoring program for veteran/partner employees • Employment programs that consider the needs of and/or have been co-designed with veterans and/or partners • Programs that identify, foster and/or develop veteran and partner talent. 	25%
3. How does your organisation demonstrate leadership and public commitment to employing veterans and/or partners? <i>250 words</i>	Examples may include, but are not limited to: <ul style="list-style-type: none"> • Collecting data on veteran employment, including recruitment, retention, performance and job satisfaction to use to improve your veteran employment initiatives • Promoting veteran employment success stories at your organisation. 	25%
4. What sets you apart from other organisations in this category? <i>250 words</i>	Provide any additional information you believe is relevant as to why your organisation should be considered for this award.	25%

Nomination Pack – 2025 Prime Minister's National Veteran Employment Awards



2025 Prime Minister's
National Veteran
Employment Awards

Large Employer of the Year

Eligibility requirements:

To be eligible for this award, the nominated private or public sector organisation (as per the definitions on pages 4 and 5) must have 200, or more, employees.

Nomination requirements:

- Provision of a short biography detailing the nominated organisation.
- A [referee form](#) completed by a person secondary to the nominator to verify and support nomination claims.
- Logo and supporting documentation – maximum of 2 attachments to support nomination claims.

Criterion	Guidance Text	Weighting
1. How does your organisation demonstrate excellence in the recruitment of veterans and/or partners? <i>250 words</i>	Examples may include, but are not limited to: <ul style="list-style-type: none"> • Develop a skills translation guide or careers matrix that is specific to your organisation • Provide a guide to the application process that is specific to your organisation and targeted at veterans. 	25%
2. What policies and practices has your organisation implemented to support and retain veterans and/or partners? <i>250 words</i>	Examples may include, but are not limited to: <ul style="list-style-type: none"> • Provide a dedicated support contact or portal for veteran employees • Have an executive sponsor or champion for veteran employees • Run an internal veterans' group • Implementing a veteran employee HR policy and strategy • Establishing a structured on-boarding process tailored to veterans • Employment programs that consider the needs of and/or have been co-designed with veterans and/or partners • Programs that identify, foster and/or develop veteran and partner talent. 	25%
3. How does your organisation demonstrate leadership and public commitment to employing veterans and/or partners? <i>250 words</i>	Examples may include, but are not limited to: <ul style="list-style-type: none"> • Publicly promote veteran employment metrics collected in your organisation • Collaborate with other veteran employers and government to support veteran employment 	25%

Nomination Pack – 2025 Prime Minister’s National Veteran Employment Awards



2025 Prime Minister’s
National Veteran
Employment Awards

4. What sets you apart from other organisations in this category? <i>250 words</i>	Provide any additional information you believe is relevant as to why your organisation should be considered for this award.	25%
---	---	-----

Nomination Pack – 2025 Prime Minister's National Veteran Employment Awards



2025 Prime Minister's
National Veteran
Employment Awards

Best Regional Veteran Employment Initiative

Eligibility requirements:

To be eligible for this award, the nominee must be a private or public sector organisation or collaboration as per the definitions on pages 4 and 5 delivering initiatives in regional Australia (any locations outside of Australia's major cities as classified by the Australian Bureau of Statistics Australian Statistical Geography Standard).

Nomination requirements:

- Provision of a short biography detailing the nominated organisation or collaboration.
- A [referee form](#) completed by a person secondary to the nominator to verify and support nomination claims.
- Logo and supporting documentation – maximum of 2 attachments to support nomination claims.

Criterion	Guidance Text	Weighting
1. What is your initiative and how does it support the recruitment and/or retention of veterans and/or partners? <i>300 words</i>	Provide details of the initiative and how it supports the recruitment and/or retention in a regional location. Detail if the initiative aligns with one or more of the activities identified under the Veteran Employment Commitment ?	40%
2. Describe the outcomes of your initiative and the demonstrated benefits to veteran and/or partner employment in regional Australia. <i>400 words</i>	Provide examples demonstrating the impact of implementing your initiative.	60%

Nomination Pack – 2025 Prime Minister's National Veteran Employment Awards



2025 Prime Minister's
National Veteran
Employment Awards

Best Veteran Employment Commitment Initiative

Eligibility requirements:

To be eligible for this award, the nominee must be a private or public sector organisation that has joined the [Veteran Employment Commitment](#) prior to 19 June 2025 (nomination open date).

Nomination requirements:

- Provision of a short biography detailing the nominated organisation.
- A [referee form](#) completed by a person secondary to the nominator to verify and support nomination claims.
- Logo and supporting documentation – maximum of 2 attachments to support nomination claims.

Criterion	Guidance Text	Weighting
1. What is your initiative and how does it align with one or more of the activities identified in the Veteran Employment Commitment? <i>300 words</i>	Review the relevant Veteran Employment Commitment activity table for either small-medium organisations or large organisations . Highlight one or more of the activities that your organisation undertakes.	40%
2. Describe the outcomes of your initiative and the demonstrated benefits to veteran and/or partner employment. <i>400 words</i>	Provide examples demonstrating the impact of implementing your initiative.	60%

Nomination Pack – 2025 Prime Minister's National Veteran Employment Awards



2025 Prime Minister's
National Veteran
Employment Awards

Champion of Veteran Employment

Eligibility requirements:

To be eligible for this award, nominees must be an individual, private or public sector organisation or a collaboration, as per the definitions on pages 4 and 5.

Nomination requirements:

- A photo or logo (JPEG or PNG)
- A [referee form](#) completed by a person secondary to the nominator to verify and support nomination claims.
- A response to the criteria

If the nomination is eligible, these will be placed on the Veteran Employment Program website, for viewing by those judging and the public.

Criteria	Guidance Text	Weighting
1. Provide a summary of how you or your nominee champion the employment of veterans and/or partners and what impacts/initiatives you have delivered? <i>300 words</i>	<p>This is a People's Choice Award, with voting undertaken by organisations recognised at the Veteran Employer of Choice and Veteran Friendly Employer levels of the Veteran Employment Commitment.</p> <p>It recognises individuals, organisations or collaborations that have made outstanding and sustained contributions in championing the employment of veterans and/or partners.</p> <p>This award emphasises demonstrable, long-term impact through advocacy, program development and resource creation that enhances employment opportunities for the veteran and partner community.</p>	100%

Nomination Pack – 2025 Prime Minister's National Veteran Employment Awards



2025 Prime Minister's
National Veteran
Employment Awards

How to submit a nomination

Before beginning the nomination submission process online, read these instructions and download the [Referee form](#). The form must be signed by a person secondary to the nominator and nominee to verify and support the claims made in the nomination. This is a requirement of submission of the nomination. You will not be able to submit a nomination without uploading this form.

1. Visit [Nomination information](#) and click on the link to the nomination portal for the award category you are nominating.
2. If this is your first time using the Awards nomination portals, please click on **Create New Account** and enter your email address and password as directed.
If this is not your first time using the portal, please skip to step 7.

A screenshot of the "Nomination Portal Sign In" page. The page has a dark purple header with the Australian Government and Awards logos. Below the header, the text reads: "Nomination Portal Sign In", "Thank you for your interest in submitting a Veteran Employee of the Year nomination for the 2025 Prime Minister's National Veteran Employment Awards.", "To nominate for other categories, please visit [Nomination information](#) on the Veteran Employment Program website.", "Before beginning your nomination, please review the Nominator Pack - 2025 Prime Minister's National Veteran Employment Awards, which you can download at [Nomination information](#). This contains all the information you will need to submit your nomination, including step-by-step instructions, the Awards categories, criteria and the [referee form](#).", and "Please note: The referee form MUST be filled in and signed by a person secondary to the nominator and nominee. Upload of this form is required for submission of the nomination." The sign-in section includes fields for "Email Address" and "Password", a "Sign in" button, and a "New Account" section with a "Create New Account" button. A large orange arrow points to the "Create New Account" button.

Nomination Pack – 2025 Prime Minister's National Veteran Employment Awards



2025 Prime Minister's
National Veteran
Employment Awards

- Once you have created the new account, you will need to update your contact details. Select the **Update Contact Details** tab.

This screenshot shows the home page of the nomination portal. At the top, there is a header with the Australian Government logo and the award title. Below the header is a navigation bar with three tabs: "Home", "Update contact details", and "Sign out". An orange arrow points to the "Update contact details" tab. The main content area is titled "Veteran Employee of the Year nomination portal" and contains several paragraphs of text, including a welcome message, instructions on how to nominate, and a "Please note" section regarding the referee form. The text is in a clean, sans-serif font, and the overall layout is professional and user-friendly.

- Click **Create Contact**.

This screenshot shows the "Update contact details" page. The navigation bar at the top is the same as the previous page, but the "Update contact details" tab is now active. The main content area is titled "Update contact details" and contains text explaining how to create a new account or update existing details. At the bottom of the page, there is a blue button labeled "Create Contact". An orange arrow points to this button. The layout is consistent with the previous page, maintaining a professional and user-friendly appearance.

Nomination Pack – 2025 Prime Minister's National Veteran Employment Awards



2025 Prime Minister's
National Veteran
Employment Awards

5. Please read and consent to the Privacy Collection Notice by checking the **I give consent** box and then click **Next**.

A screenshot of the "Privacy Collection Notice - 2025 Prime Minister's National Veteran Employment Awards" page. The page has a dark blue header. The main content area is white with a light blue border. It contains the title "Privacy Collection Notice - 2025 Prime Minister's National Veteran Employment Awards", a paragraph explaining the purpose of the notice, a link to the "DVA Privacy Collection Notice", and another paragraph explaining how the Department of Veterans' Affairs (DVA) collects and handles personal information. Below this, there is a section titled "Privacy collection" with a checkbox labeled "I give consent". An orange arrow points to this checkbox. At the bottom right, there is a blue button labeled "Next" with an orange arrow pointing to it.

6. Fill in your contact details as directed. If the individual or collaboration being nominated is different to the nominator, please ensure these details are those of the **Nominator**. Click **Submit**.
7. To begin your submission, click **Nomination submission**.

A screenshot of the "Update contact details" page. The page has a dark blue header. Below the header, there is a navigation bar with four tabs: "Home", "Update contact details", "Nomination submission", and "Sign out". An orange arrow points to the "Nomination submission" tab. Below the navigation bar, the page title is "Update contact details". The main content area contains a paragraph explaining the current information associated with the account and instructions on how to create a new account or update details. Below this, there are two input fields: "First Name" and "Last Name", both with "Example" text. At the bottom, there is a blue button labeled "Edit Contact Details".

Nomination Pack – 2025 Prime Minister's National Veteran Employment Awards



2025 Prime Minister's
National Veteran
Employment Awards

Please note: You can save your nomination submission at any time by clicking on the **Save as draft** button at the bottom of the page.



8. Nominee name

If you are nominating:

- An **individual** (e.g. for Veteran Employee of the Year), enter the nominee's name.
- An **organisation** (e.g. for Small Employer of the Year), enter the name of the organisation being nominated.
- A **collaboration**, enter the names of all collaborating parties being nominated.

9. Click **Continue** or select a section from the lefthand menu.



10. Select the Award category from the drop-down menu. **Only one category is available to select.** If it is not the category you are submitting a nomination for, please return to [Nomination information](#) to access the portal for the correct category.

Once you have selected the category, click **Continue** or select a section from the lefthand menu to progress.

Nomination Pack – 2025 Prime Minister's National Veteran Employment Awards



2025 Prime Minister's
National Veteran
Employment Awards

11. Nominee information – Nominee organisation

Individual: Enter the name of the nominee's organisation, the name of a contact at the organisation (who is not the nominee), their email address and the employer/organisation's ABN. **This contact cannot be the nominee.**

Organisation: Enter the name of the nominated employer/organisation, the name of a contact at the organisation, their email address and the employer/organisation's ABN.

Collaboration: Enter the name of the nominated employer/organisations, the name of a contact at the organisation (who is not the nominee), their email address and the employer/organisation's ABN. **This contact cannot be the nominee.**

To add more than one employer/organisation, click on the **Add employer organisation** button. Each employer added will be allocated a number in the top left corner of their entry.

✓ Nominee
✓ Category confirmation
✖ Nominee Information
Eligibility and nomination criteria
Additional documents
Nomination checklist
Submit

Nominee organisation Draft

Enter the nominee's employer details, including a contact in the employing organisation who will be available to respond to requests for information or clarification about this nomination from the Department of Veterans' Affairs and/or judging panel. **Please note, this cannot be the nominee.**

1

Employer organisation: Department Of Veterans' Affairs

Employer contact: Employer Contact

Employer contact email address: employer.contact@job.com

ABN: 123456789

[Add employer organisation](#)

Nomination Pack – 2025 Prime Minister's National Veteran Employment Awards



2025 Prime Minister's
National Veteran
Employment Awards

12. Nominee information – Nominee/Organisation/employer contact

Individual: If the pre-populated details for the nominee are incorrect, click on the X button on the right, then click on the **Add nominee** button to populate correctly.
Enter details as required.

Organisation: If the pre-populated details for the organisation/employer contact are incorrect, click on the X button on the right, then click on the **Add nominee** button to populate correctly.
Enter details as required.

Collaboration: If the pre-populated details for the collaborating parties are incorrect, click on the X button on the right, then click on the **Add nominee** button to populate correctly.
Enter details as required, including the relevant employer number from the organisation entries (found top left). Click **Add nominee** as many times as required.

A screenshot of a web form for adding a nominee. The form is titled "1" in the top left corner. It contains several input fields: "Title", "First Name" (with "Example" as placeholder text), "Last Name" (with "Example" as placeholder text), "Nominee" (a checkbox that is checked), "Organisation" (with "Department Of Veterans' Affairs" as placeholder text), "Position", and "Employer number/s" (with "1" as placeholder text). In the top right corner of the form, there is a small grey button with an "X" icon, which is highlighted by a red arrow. At the bottom right of the form, there is a purple button with a "+" icon and the text "Add nominee", which is also highlighted by a red arrow.

Nomination Pack – 2025 Prime Minister's National Veteran Employment Awards



2025 Prime Minister's
National Veteran
Employment Awards

13. Nomination information – biography

Input a biography for the nominated individual, organisation or collaboration.

Please note: If you exceed the word limit, you will be able to continue with the nomination, but you will NOT be able to submit it.

Click **Continue** or select a section from the lefthand menu to progress.

Nominee biography

Please provide a biography of the nominee detailing the nominee's ADF and civilian career background, including current role. Please note that this content may be edited and/or used across a number of channels, including the Veteran Employment Program website and Awards event program.

Biography

Word Limit 250

Word Count 0

14. Eligibility and nomination criteria

Read the eligibility and nominee requirements. If your nomination meets all listed eligibility and nominee requirements, enter **Confirmed** in the required field, then scroll down to address the nomination criteria.

- they consent to the use of photographs and/or video images in promotional material and products developed for the Veteran Employment Program

To confirm the nomination meets all above requirements, please enter 'Confirmed' in the required field immediately below.

To confirm the nomination meets all above requirements, please enter 'Confirmed'

Special Character Keyboard

Confirmed

15. Review all nomination criteria and address them in their associated fields. Depending on the Award category, there will be 1 to 4 criteria. All criteria must be addressed to be able to submit. **Please note:** If you exceed the word limit, you will be able to continue with the nomination, but you will NOT be able to submit it.

1. How have you, or your nominee, applied ADF member and veteran skills and attributes to benefit the organisation? *

Special Character Keyboard

Word Limit 250

Word Count 0

Nomination Pack – 2025 Prime Minister's National Veteran Employment Awards



2025 Prime Minister's
National Veteran
Employment Awards


16. To upload the Referee form, click on **Browse**.
Highlight the correct document for upload. Click **Upload** or **Open** (depending on the browser you are using).

Click **Continue** or select a section from the lefthand menu to progress.

Download the Referee form for filling and upload. This form is to be completed by a person secondary to the nominator, to verify and support the claims made in this nomination.

Referee form *

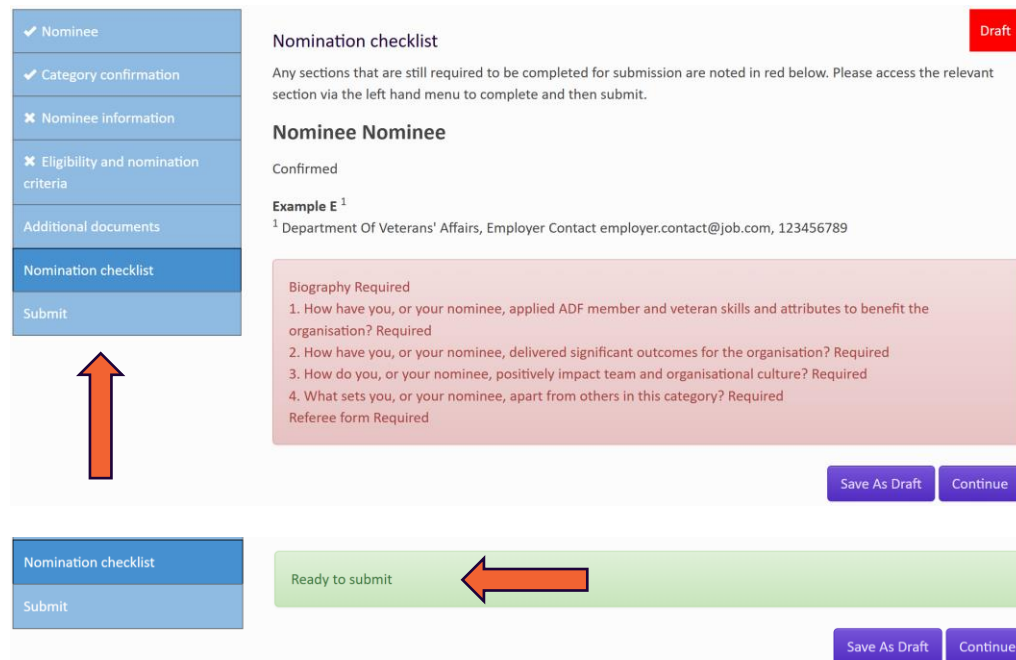
Browse ...



Please note: You will not be able to access the Additional documents section of the lefthand menu. Please continue to the Nomination checklist.

17. Check the **Nomination checklist** section. Any sections that have not been completed will be listed in red.

Use the left-hand menu to navigate to any incomplete sections.



Nomination checklist

Any sections that are still required to be completed for submission are noted in red below. Please access the relevant section via the left hand menu to complete and then submit.

Nominee Nominee

Confirmed

Example E ¹

¹ Department Of Veterans' Affairs, Employer Contact employer.contact@job.com, 123456789

Biography Required

1. How have you, or your nominee, applied ADF member and veteran skills and attributes to benefit the organisation? Required

2. How have you, or your nominee, delivered significant outcomes for the organisation? Required

3. How do you, or your nominee, positively impact team and organisational culture? Required

4. What sets you, or your nominee, apart from others in this category? Required

Referee form Required

Save As Draft Continue

Ready to submit

Save As Draft Continue

18. Once all required sections are complete, you will see a green box with a **Ready to submit** message.

Click **Continue** or select a section from the lefthand menu to progress.

Nomination Pack – 2025 Prime Minister's National Veteran Employment Awards



2025 Prime Minister's
National Veteran
Employment Awards

19. If you have not done so already, read the [terms and conditions](#).

20. Once you have read and understood the terms and conditions, check the **I agree to the terms and conditions** box to agree.

✓ Nominee
✓ Category confirmation
✓ Nominee information
✓ Eligibility and nomination criteria
Additional document
Nomination checklist
Submit

Nomination submission Draft

If all required fields have been completed you will have the option to submit your nomination at the bottom of this page. If there are any remaining fields or sections to complete you will only have the option to save your submission as a draft until they are completed.

You must read the [Terms and Conditions](#) and agree to them before you can submit your nomination.

I have read and understood the [terms and conditions](#) associated with nomination submission.

☐ I agree to the Terms and Conditions

Save As Draft Submit

21. Click **Submit** to submit your nomination.

Please note: You will not be able to change your responses once you have submitted, please ensure all fields are correctly filled in ahead of submission.

22. Navigate to **Edit nomination**.

Welcome Example Example

[Home](#) [Update contact details](#) [Nomination submission](#) [Edit nomination](#) [Sign out](#)

Nominate

Please visit [Nomination information](#) to access the Nominator Pack for guidance on how to address each criterion and to download the required [referee form](#). The

23. Locate the **nominee name** for the nomination you have just submitted and click on the associated **Edit** button to open a pop-up to select the nominee photograph/logo or supporting documentation. Supporting documentation is not required but can be used to support the nomination.

Nominee name	Status	Submissions checklist	
Nominee Nominee	Submitted	<input checked="" type="checkbox"/> Eligibility and nomination criteria	View
		<input type="checkbox"/> Nominee photograph	Edit
		<input type="checkbox"/> Supporting document 1	Edit
		<input type="checkbox"/> Supporting document 2	Edit

Nomination Pack – 2025 Prime Minister’s National Veteran Employment Awards



24. Click on **Browse** to locate the file for upload, then **Update** to upload.

Nominee photograph



Please upload a photograph of the nominee that is appropriate for use on the Awards website. Please upload a high-definition image file (jpg or png).

Nominee photograph

 A blue button with a folder icon and the text "Browse ...". A red arrow points to the button from the right.A purple button with the text "Update". A red arrow points to the button from the right.

Following your submission

Once you have submitted your nomination, you will receive a confirmation email.

If you do not receive the confirmation email, please contact the Awards team at veterans.employment.awards@dva.gov.au immediately.

The nomination period closes at **11.59pm AEST Friday 25 July 2025**. Late nominations will not be accepted.

Finalists will be announced in late September/early October. Individual feedback regarding unsuccessful nominations will not be provided.

Thank you for your commitment to the veteran and partner employment community.