**Outstanding Employee Award**

Open to all local businesses, this award is to give recognition to a company’s most important asset – its employees. The award seeks to identify an outstanding employee who deserves recognition for their efforts and contributions to both their role and their employer’s success.

The Judges will be looking for entries that clearly demonstrate the ability and outstanding achievements of the employee, their skill and commitment, continual development, evidence of regularly exceeding expectations and the difference that the employee has made to the organisation.

The Judges will also look for achievements in any career path, recognised training scheme or in-house training programme the employee is following.

This award applies to both employees and apprentices.

**Section 1. Company Details**

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| Full trading name of company: |
|  |
| Registered name if different from above: |
|  |
| Date company established: |
|  |
| Address:  |
|  |
| Telephone: |
|  |
| Your Email Address: |
|  |
| Website:  |
|  |
| Name of most senior person in organisation: |
|  |

**Type of organisation (tick all that apply):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  | Manufacturing |  |  | Sole Trader |
|  |  |  |  |  |  |
|  |  | Service Sector |  |  | Partnership  |
|  |  |  |  |  |  |
|  |  | Retail |  |  | Limited Company |
|  |  |  |  |  |  |
|  |  | Education / Training |  |  | Registered CIC Social Enterprise |
|  |  |  |  |  |  |
|  |  | Hospitality/Tourism |  |  | PLC |
|  |  |  |  |  |  |
|  | Other (please state): |  |  | Registered Charity |
|  |  |  |

**No of people employed by the organisation:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  | 1 - 5 |  |  | 6 - 10 |
|  |  |  |  |  |  |
|  |  | 11 – 50 |  |  | 51 - 100 |
|  |  |  |  |  |  |
|  |  | 101 – 250 |  |  | over 250 |

What does your firm do? Tell us about your business including details of your customers, the products and/or services and the markets in which you operate. Max 250 words.

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Who would you like to put forward for the Outstanding Employee Award?

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**Section 2. Category Questions**

**Question 1**

Tell us about your employee. How long have they worked for you and what is their role, key duties and responsibilities? Max 300 words.

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**Question2**

How has your employee has contributed to your firms’ businesses objectives and what beneficial impact has this had? Max 300 words.

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**Question 3**

How is the performance of your employee measured? Please provide details such as feedback, costs savings and innovation. What are their outstanding achievements with your firm over the last 12 months? Max 300 words.

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**Question 4**

Please give details of the work ethic of your employee, such as their dedication, loyalty and consistent standards of excellence. How do they motivate and inspire other staff? Max 300 words.

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**Question 5**

Please give details of any recognised career path, professional training scheme or in-house training programme the employee is following and the results of their continued development. Max 300 words.

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**Question 6**

Why do you think your employee deserves to win the award for Employee of the Year? Max 500 words.

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**Judged Awards Authorisation Confirmation**

Please tick the boxes below to confirm: -

|  |  |
| --- | --- |
|  | **I confirm that I have read, understand and accept in full the Terms and Conditions of the North Notts Business Women Awards below.**  |
|  | **I agree that if this entry is confirmed as a finalist for the Judged Awards that I shall purchase one or more tickets for, and attend, the North Notts Business Women Awards Ceremony on Friday, 25th March 2022 at the North Notts Arena.** **Ticket to be purchased by no later than Friday, 11th March 2022.** |
|  | **I confirm that I am legally authorised enter this awards programme and commit to the terms and conditions upon behalf of the firm.**  |

|  |  |
| --- | --- |
| **Name**: |  |
|  |  |
| **Company and Position**: |  |
|  |  |
| **Date**: |  |

Please save your entry form electronically as YOURCOMPANY\_CATEGORY.doc, e.g.

Yyzcompany\_excellenceincustomerservicess.doc

Please submit your completed entry form to**awards@northnottsbc.uk**

**Key Dates For Your Diary:-**

The closing date for all judged entries is **Wednesday, 26th January 2022.**

The finalists will be announced at North Notts Business Women Networking on **Thursday, 10th February 2022.** All nominees are encouraged to book and attend so that they can be presented with a finalists certificate and take part in the publicity photos for the finalists.

The North Notts Business Women Awards 2022 Awards Ceremony will take place on **Friday, 25th March 2022 at the North Notts Arena.**

**Terms and Conditions**

1. The North Notts Business Women Awards, organised by North Notts Business Connections (NNBC), is free for all firms to enter. No administration fees or entry charges are payable in any category, including the Public Voting categories.
2. **Eligibility:** Any local firm based within the district of Bassetlaw may enter the Public Voting Awards in the relevant category. For clarity, this is defined as those firms situated within the geographical district not areas which share a Bassetlaw postal address. If you are unsure, please ask us for postcode verification of the firm's geographical eligibility. NNBC’s confirmation is final.
3. There is no minimum or maximum number of award categories that any one organisation can enter and we actively encourage you to enter more than one category. For each award that you wish to enter, please complete the appropriate awards category entry form.
4. All entries must be electronic and completed on the North Notts Business Awards entry forms and in a **Microsoft Word** or **PDF** document only. Only entries submitted in these formats will be considered by our judges. All entries must be checked for spelling and grammar.
5. Supporting information is not permitted unless it forms part of, and is contained within, the entry document which must be submitted as a Microsoft Word or PDF document, e.g. testimonials. A maximum of 3 tables, graphs or photos may be included within the entry form. Please be aware that any website links used within your entry may not be activated by the judges.
6. We are unable to accept nominations for the Public Voting Award or entries for the Judged Awards for any firms or individuals who are currently subject to any form of Corporate Voluntary Arrangement, Individual Voluntary Arrangement or bankruptcy process.
7. An awards category may be withdrawn if an inadequate number of eligible entries are received.
8. All eligible applications are independently assessed by the independent judging panel and a short list of between three and five finalists including the winner will be selected. Where exceptional entries are received whom the judges feel deserve recognition, the judges may elect more than 3 finalists or include the entry in an additional award category.
9. In the event that a judge’s own organisation has entered a particular award, they will withdraw from the judging panel for the judging of that particular award.
10. Incomplete or ineligible entries will not be judged.
11. All applicants must be fully authorised to enter their organisation into the awards programme or accept a nomination and legally responsible for the entry.
12. Award category sponsors may enter their staff for the awards with the exception of the category which they are sponsoring.
13. All entries will be acknowledged upon receipt. Entry forms will become the property of North Notts Business Connections (NNBC) and the North Notts Business Women Awards and entries will not be returned.
14. Proof of sending entry (by email) is not proof of receipt by NNBC, its agents or representatives.
15. The closing date for entries and votes for all categories is 10.00pm on **Wednesday, 26th January 2022.** Entries received after this time may not be judged.. Under exceptional circumstances the judges may choose to extend the entry deadline for the judged awards categories.
16. The shortlisted companies for all awards categories will be announced on **Thursday, 10th February 2022.** The finalist results will be published on the North Notts Business Women Awards website and announced to the press a number of days later.
17. Award winners will be announced at North Notts Business Women Awards Ceremony on **Friday, 25th March 2022 at the North Notts Arena.**
18. **All awards shortlisted finalists from both the Public Voting and Judged categories will be required to attend the awards ceremony having purchased the appropriate awards ceremony ticket by no later than Friday, 11th March 2022. This forms part of the Terms and Conditions of entering or accepting a nomination for the awards. Any finalists who do not comply with the agreed Terms & Conditions will be duly eliminated from the awards process.**
19. The only exception to point 19 is where a finalist has volunteered their firm’s products and services for the purposes of the awards evening **AND** will be fully occupied working throughout the evening at the awards ceremony.
20. Winners will receive a commemorative award presented at the awards ceremony. The list of winners and photographs will also be published on the North Notts Business Women Awards website and the same will be publicised by NNBC through a variety of media.
21. Photographs and video may be taken throughout the awards ceremony and will be published via social media and other media platforms. Please refer to our separate GDPR policy. All photographs and video remain the property and copyright of NNBC and of the Official Awards Photographer.
22. Applicants are responsible for making appropriate arrangements to protect any intellectual property associated with their application. Finalists and Winners may be requested to participate in post event publicity.
23. Judges and NNBC reserve the right to audit any entry and verify information supplied to them. The organisers reserve the right to reject an entry or withdraw an award from any applicant supplying false, inaccurate or misleading information within an entry. Any decisions made will be final.
24. The judges’ decision is final and no communication or correspondence will be entered into before, during or after the judging and may lead to an entry being rejected or award being withdrawn.
25. A judge’s feedback facility is not available as standard. However, upon receipt of a written request to NNBC, we will be very happy to provide this facility for you and we will reconvene the judges. Your written request will also need to include your confirmation and agreement that you are prepared to cover in full all costs and expenses which may be incurred by NNBC and the judges, including their time on an hourly basis at the NNBC’s and the judge’s normal commercial working rates.
26. By completing and submitting an entry for the North Notts Business Women Awards you agree to all Terms and Conditions in full and without exception.

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