

**Employer of the Year Award**

Sponsored by

This award will be given to the business that has created a stimulating and supportive work environment and can demonstrate excellence in leadership & management.

Businesses will have to show the commitment to developing its staff through skills and personal development resulting in high staff satisfaction levels and a well-motivated, ambitious and integrated workforce.

**Section 1: Company Details**

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| **Full trading name of company** |  |

|  |  |
| --- | --- |
| **Registered name** **(if different from above)** |  |

|  |  |
| --- | --- |
| **Date company established** |  |

|  |  |
| --- | --- |
| **Address & Postcode** |  |

|  |  |
| --- | --- |
| **Telephone** |  |

|  |  |
| --- | --- |
| **Website** |  |

|  |  |
| --- | --- |
| **Name of most senior person in the organisation** |  |

|  |  |
| --- | --- |
| **Designation** |  |

|  |  |
| --- | --- |
| **Name of person submitted application** |  |

|  |  |
| --- | --- |
| **Designation** |  |

|  |  |
| --- | --- |
| **Email** |  |

|  |  |
| --- | --- |
| **Twitter** |  |

**Type of organisation (check all that apply)**

|  |  |
| --- | --- |
| Association [ ] Education/Training [ ] Limited Company [ ] Manufacturing [ ] Partnership [ ] PLC [ ]  | Registered Charity [ ] Retail [ ] Service [ ] Sole Trader [ ] Voluntary [ ]  |
| Other (please state):  |

**Number of employees:**

|  |  |
| --- | --- |
| 1-10 [ ] 11-25 [ ] 26-50 [ ]  | 51-100 [ ] 101-250 [ ] over 250 [ ]  |

**Please provide a brief description of the organisation, main products and/or services and principal markets supplied (maximum 250 words).**

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**Please complete the following table using key Performance Indicators from your business and add in any other indicators which reflect your business performance.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Financial Year****2017-2018** | **Financial Year****2018-2019** | **Financial Year****2019-2020** |
| **Turnover** | £ | £ | £ |
| **Net Profit** | £ | £ | £ |

**If appropriate, please comment on the above.**

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**Short company description – max 40 words (to be included in the event programme if shortlisted).**

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**Section 2: Category Questions**

**Please ensure that the TOTAL word count for the following questions does not exceed 1,500.**

**Question 1**

Please provide information on how you created a stimulating and supportive work environment to encourage an ambitious and well-motivated workforce?

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**Question 2**

Please provide details of any employee benefits provided by your business and any information available on staff retention levels?

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**Question 3**

Please provide examples of ways that you have obtained feedback from staff and provide examples of how this has led to changes being implemented in the workplace?

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**Question 4**

Please demonstrate your commitment to the continual learning and development of your staff?

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**Question 5**

Please give examples of policies or processes in place within your business to ensure that employees are treated in a fair and equitable manner.

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**Question 6**

Why do you think your business deserves to win the Employer of the Year Award 2020?

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|  |

**Authorisation**

I have read and accept the rules and guidelines associated with these awards, and hereby enter this submission on my organisation’s behalf.

|  |  |
| --- | --- |
| **Name** |  |
| **Designation** |  |
| **Date** |  |

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

JoeBloggs\_EmployerOfTheYear.doc

Please submit your completed entry form to **info@working4business.com**

Closing date for submitting application forms is **5pm Friday 28th February 2020**

If you have any questions regarding the completion of or any aspect of the application form please contact the Working4Business Awards information helpline on 01389737777

The Working 4 Business Awards 2020 Dinner and Awards ceremony takes place on Friday 22nd May 2020 at the Clydebank Town Hall. Tickets will be available to purchase from TownHallEnquiries@west-dunbarton.gov.uk

***Thank you for submitting your application form.***

***Good Luck!***

**The Rules**

* Entry is open to all businesses operating in the West Dunbartonshire area.
* Entries are treated in confidence.
* Companies can submit a maximum of 3 applications for the awards.
* All entries must be electronic and completed on the Working 4 Business Awards 2020 entry forms only. No other format will be accepted.
* Supporting information is not permitted unless it forms part of the entry document, e.g. testimonials.
* A maximum of 5 tables, graphs or photos may be included within the entry form and the completed application form should be no more than 1MB in size.
* Please be aware that any website links used within your entry will not be activated by the judges.
* In the event of any additional information being required by the judging panel this will be requested.
* Please note the maximum word count for any entry is 1500 words. This word count limit does NOT include the questions.
* All applications are judged by a panel of experts and a representative from the awards sponsoring company.
* Judging is done in 2 parts. All applications are independently scored by the judging panel and from these scores a short list is selected.
* The shortlisted companies will then be notified and be asked to make a short presentation to the panel of judges where a winner will be chosen.
* Awards winners will be announced at the awards dinner which will take place on **Friday 22nd May 2020**.
* Shortlist Interviews will take place week commencing **20th April 2020.**
* If your company is shortlisted you will be asked to provide your company logo and an image in high resolution format for additional promotional purposes.
* A brief description of your company may also be included in the programme with text for this being uplifted from your application form and any sensitive information will be removed.
* Entry to more than one category is allowed.
* Award category sponsors are not permitted to enter the category that they are sponsoring; however they may enter other categories.
* Sponsors may not apply on behalf of any subsidiary or organisation linked by director or shareholder.
* Applicants must be authorised to enter their organisation into the awards programme.
* Entries should be in English and produced using a word processor.
* All entries must be checked for spelling and grammar.
* Incomplete entries will not be judged.
* All entries will be acknowledged on receipt.
* Entry forms will become the property of West Dunbartonshire Council and entries will not be returned.
* Proof of sending entry (by email) is not proof of receipt – all applications will be acknowledged by email on receipt.
* Winning entries will be publicised.
* Applicants are responsible for making appropriate arrangements to protect any intellectual property associated with their application.
* Winners may be requested to participate in post event publicity.
* The organisers reserve the right to withdraw an award from any applicant supplying false information within their entry.
* Judges reserve the right to audit any information supplied.
* The closing date for entries is **Friday 28th February 2020.**
* The judges’ decision is final and while feedback may be provided, no correspondence will be entered into.
* By registering and completing an entry for the awards you agree to these terms and conditions.
* Working4Business is fully GDPR compliant and your application form will be handled in accordance with the privacy policy that can be viewed on their website.