**NOMINATION FORM**

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| --- | --- |
| Company Name |  |
| Address |  |
| Website |  |
| Business Activity |  |
| Contact  |  |
| Position |  |
| Telephone |  |
| Email |  |
| Trading Since (mm/yyyy) |  |
| How many people do you currently employ(how many are apprentices)? |  |
| What is your annual turnover? | 15/16: £ | 16/17: £ | 17/18: £ |
| How many people were employed(how many were apprentices)? | 15/16: | 16/17: | 17/18: |

Please answer the questions below (no more than 500 words per question). Provide enough information to enable the

judging panel to form a clear picture of your organisation. Use the space below to provide a summary of the business

journey and key highlights (no more than 800 words).

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| --- | --- |
| **Apprentice****of the Year** | Celebrating the significance and rewards of apprenticeships. This award showcases apprentices who have made impressive progress in their career to date and who show the potential to take a career path to the very top of their chosen profession. Someone who has made a real difference to a business. **In shortlisting Judges will consider:-*** Apprentices who are making a significant contribution in their workplace and have shown a dedication to excel in their professional development and learning
* Exemplary commitment to the workplace
* Education and training
* Qualities and attributes which make the apprentice an exemplary member of the team
* Consistent development of skills and promotes their value to employers.
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| --- |
| Why is this Apprentice being nominated?  |
| Provide evidence and examples of particular strengths and skills and how these have been applied to deliver and support the success of the business? |
| Provide examples of the nominee as a positive role model within the business and details of education and training undertaken within the business. |
| How has this Apprentice gone ‘above and beyond the call of duty’ to enhance the business offer or reputation? |
| What makes this Apprentice stand out from the crowd? |
| And finally what contribution do you consider the business has made to the borough of Knowsley over the last year? E.g. The economy, workforce, residents, education (for example working with schools, colleges, community groups, work placements etc).Economy:Workforce:Residents: Education: |

**Why Enter?**

Celebrate your business success and achievements. Entering these awards can offer many benefits for your business, including the opportunity to showcase your business and prove to your customers and suppliers how successful you are, opening doors to new opportunities. Not to mention FREE publicity.

**Who Should Enter?**

Nominations are welcome in relation to individuals and businesses based in the borough of Knowsley. Some categories are open to businesses, developers or partners who have made a significant beneficial investment in Knowsley during the last 12 months. Applicants can self-nominate or if you have been impressed by someone else’s performance and feel they deserve wider recognition you can nominate on their behalf (please check they are happy to have their name put forward).

**How to Enter**

It is free to submit a nomination to the Business Awards. Simply choose the category or categories most suitable for your business achievements (maximum 3 categories), complete the relevant nomination form/s and send via email to irene.johnson@knowsleygrowthhub.co.uk, alternatively post to Irene Johnson, Knowsley Growth Hub, 1st floor Yorkon Building, Archway Road, Huyton L36 9FB. Telephone no. 0151 443 2262. Before and after images can be included for building/refurbishment projects.

**Closing Date**

The closing date for nominations is Friday 07th September 2018.

**Confidentiality**

Financial information will be treated in the strictest of confidence and will not be disclosed to anyone, other than the panel of judges.

**Shortlist**

**Judges will consider the shortlist based on written submissions, applications need to be accurate and provide enough detail for the judges to gain an insight into the business.** Successful applicants will be informed week commencing 24th September 2018.

**Filming**

For all shortlisted companies, a short film will be produced relating to your entry. This will be showcased at the awards ceremony. By submitting a nomination you agree to be filmed as part of the awards process. Filming will commence late September/early October 2018.

**The Awards Ceremony**

The winners of each category will be announced at a prestigious dinner and awards ceremony held at the spectacular grand marquee in the grounds of Knowsley Safari Park on Thursday 22nd November 2018.