**NOMINATION FORM**

|  |  |
| --- | --- |
| 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).

|  |  |
| --- | --- |
| **Employee/Team****of the Year** | This award recognises inspirational employees who help to shape and contribute to the success of your business, have overcome barriers and are an example to others. Nominations may be received for an individual or team within your business that can demonstrate outstanding commitment, drive and enthusiasm that in turn has contributed to improved business performance and reputation over the last 12 months. **In shortlisting** **Judges will consider:-*** Evidence of commitment to ongoing professional development
* Contribution made to the company in the last 12 months
* ‘Value added’ the attributes and skills that the person or team has brought to your business
* Examples of ‘going above and beyond’ the job description duties eg. Has increased productivity, raised the company profile, overcome adversity, exceeded expectations, are a positive role model, an excellent ambassador.
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| --- |
| Why is this individual/team 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(s) as a positive role model within the business. |
| How has this person/team gone ‘above and beyond the call of duty’ to enhance the business offer or reputation? |
| What makes this individual/team 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.