**NOMINATION FORM**

**Apprentice / Employee of the Year**

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name |  | | |
| Address |  | | |
| Website |  | | |
| Business Activity |  | | |
| Main Contact |  | | |
| Position |  | | |
| Telephone |  | | |
| Email |  | | |
| Trading Since (mm/yyyy) |  | | |
| At the time of your application how many people are employed?  How many are apprentices? |  | | |
| What is your annual turnover? | 19/20: £ | 20/21: £ | 21/22: £ |
| How many people were employed between the following years?  How many were apprentices? | 19/20: | 20/21: | 21/22: |

**This award recognises an inspirational apprentice or employee. An individual who has helped to shape and contribute to the success of a business or organisation, made outstanding progress to date and shows great potential for the future.**

**All information will be treated in the strictest confidence. Should the nominee be shortlisted personal information will not be disclosed at the Award Ceremony.**

**In shortlisting** **Judges will consider the evidence provided for the following:**

* The individual’s journey during the last 2 years. Judges will wish to see examples of how the person has adapted and flourished during the pandemic. This may include overcoming barriers, being a good example to others, demonstrating outstanding commitment, showing drive, determination and enthusiasm.
* A commitment to ongoing professional development
* Any ‘value added’ attributes and skills that the person has brought to your business (something that has not been defined as mandatory in the person specification or job description)
* Examples of ‘going above and beyond’ the job description. For example, raising the company’s profile or reputation, overcoming adversity, exceeding expectations, being a positive role model and/or an excellent ambassador, volunteering, charity work

**Provide a pen portrait of the person you are nominating with sufficient detail to enable the Judging Panel to form a clear picture of the person - no more than 800 words.**

**In shortlisting the judges will consider the previous bullet points.**

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|  |

**Please answer the following questions below (no more than 500 words per question).**

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| Explain why this person is being nominated for Employee / Apprentice of the Year. Provide evidence and examples of their strengths and skills and how these have been applied to support the business. |
| Provide examples of the nominee as a positive role model within the business and details of education, qualifications and training undertaken to date. |
| How has the nominee gone ‘above and beyond the call of duty’ to enhance the business offer or reputation? And  What makes this nominee stand out from the crowd? |
| What contribution do you consider the business has made to the borough of Knowsley over the last 2 years in terms of Corporate Social Responsibility and Social Value? For example, apprenticeships (created/sustained), supporting young people into work, use of local suppliers, use of local skills/labour, bringing other businesses into the supply chain, community engagement/involvement, Staff/owner development, recruitment and training, health and wellbeing.  Economy (including Local Supply Chain):  Workforce:  Residents/Community:  Education/Young People:  Staff: |
| * What plans does the business have over the next 2 years, for example growth, investment, sustainability, innovation, or product development (*this list is non-exhaustive).* |
| Knowsley Council has worked closely with local strategic partners, residents, businesses and other stakeholders to co-produce the [Knowsley 2030 strategy](https://councillors.knowsley.gov.uk/documents/s64698/Item%204%20-%20Appendix%20One%20-%20Knowsley%202030%20draft%20for%20consideration%20-%20Better%20Together%20Board.pdf?StyleType=standard&StyleSize=none) How will your business support the **Knowsley 2030 Strategy**, and help to raise the profile of Knowsley? |

**Why Enter?**

**Remarkable. Unique. Strong.**

That is how we would describe Knowsley, and with all the challenges we have faced over the last two years, Knowsley’s business community have certainly proven that to be true. Our business community is ambitious, collaborative and flourishing.

The **Knowsley Business Awards** return in 2022 to recognise those individuals and companies who help to make Knowsley a success. The 2019 ceremony was a sell out and the biggest event to date, hosting 860 guests from across the North West and beyond.

The **Knowsley Business Awards** provide a fantastic opportunity to showcase your business, your successes, and your accomplishments. The awards provide you with an opportunity to reward your staff, receive independent recognition of your business achievements, and help to open doors to new opportunities.

And, as Knowsley celebrates its year as **Liverpool City Region Borough of Culture 2022**, there has never been a better time when Knowsley showcases its accomplishments.

**Who Should Enter/Eligibility**

Nominations are welcome from individuals and businesses / organisations based in Knowsley. Please note the only exceptions are for the categories of Contractor of the Year, Commercial Development Award and Housing Development of the Year ie. Where a developer/investor, contractor or partner has made a substantial physical investment which has been significantly beneficial to the borough of Knowsley.

Applicants can self-nominate or be nominated by someone else (if you are nominating on behalf of someone, please ensure that you receive the Nominee’s consent prior to submitting the Nomination Form).

**How to Enter**

It is free to submit nomination/s. Simply choose the category or categories most suitable for your business (up to a maximum of 3 categories), complete the nomination form and send via email to [Irene.johnson@knowsley.gov.uk](mailto:Irene.johnson@knowsley.gov.uk).

Photographs are permitted – no more than 3.

For an informal conversation to discuss your nomination and suitable categories, you can call **Irene Johnson on**

**0151 443 2262/07385 347600**

**Closing Date**

The closing date for nominations is Friday 29 July 2022, 5pm.

**Shortlist**

Judges will consider the shortlist based on written submissions. Therefore, applications MUST be accurate and provide sufficient evidence and detail for the Judges to gain an insight into the business. Successful applicants will be informed early September 2022.

**Confidentiality and Filming**

All information submitted as part of your nomination will be treated in the strictest of confidence and will not be disclosed to anyone other than the Judging Panel.

A short film will be produced for all shortlisted entries to be shown at the Knowsley Business Awards 2022. By submitting a nomination, you agree to be filmed as part of the awards process. **Individual film clips will be available to shortlisted businesses for their own promotion.**

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

**The Awards Ceremony**

The winners of each category will be announced at the prestigious Knowsley Business Awards. The dinner and awards ceremony will be held within the spectacular grand marquee in the grounds of Knowsley Safari Park on Thursday 24 November 2022.

On the evening, your guests will dine in an exotic and exhilarating **Electric Jungle**, with a fusion of cool, contemporary neon and Eastern intrigue and enchantment.

Throughout the evening you will be treated to gravity-defying, aerial performances, LED dancers and UV acrobats (sponsored by Best Parties Ever). Once the awards ceremony concludes, you can then dance the night away with party music from the resident DJ, enjoy the charity casino and even ride on the dodgems!