

## EMPLOYER OF THE YEAR AWARD



### Entry Criteria

Applications are invited from any business or enterprise based in the Scottish Borders regardless of sector or size. This includes recent business start ups and businesses which have been established for some time.

This award will be presented to the organisation that can best demonstrate a genuine commitment to the development and welfare of their workforce, and can illustrate how this approach has helped the business to realise commercial benefits. The judging panel will be looking for applicants to show best practice in aspects such as skills training, investment in workforce and provision of a supportive workplace.

Business Organisation Details	
Please complete these details as they should appear on any publicity material	
Full Organisation Name	
Address	
	Post code
Telephone	
Email	
Website	

Applicant Details (Name of person submitting the application)	
First Name	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/>
Last Name	
Job Title	
Full Organisation Name	
Address (if different from above)	
	Post code
Telephone	
Email	

<p><b>1. In no more than 100 words, please provide a brief description of your business and the sector in which it operates</b></p>

<b>2. About your business</b>		
Business Start Date:		
Company Structure:	Sole Trader/ Partnership/ Limited Company / etc...	
Number of Employees	No. full time:	No. part time/ seasonal:

<p><b>3. Please describe in no more than 750 words why your entry should be considered to receive the award</b></p> <p>You should provide evidence of the development opportunities and support that you have afforded your staff and how these have contributed to the success of your organisation. .</p>

<p><b>4. Skills Development</b></p> <p>Please provide evidence of your approach to the identification of staff development needs, and related skills development.</p>

<p><b>5. Supportive Workplace</b></p> <p>Please provide evidence of how you have encouraged a supportive workplace.</p>

### **Conditions of Entry**

- Entries must be received no later than 12 noon on **Friday 29 January 2010**.
- Entry is free of charge - there is no registration cost for entering the awards.
- All information will be treated as confidential and will be used solely for the purposes of the Scottish Borders Business Excellence Awards.
- Applicants entering the Awards must be based within the administrative area of the Scottish Borders.
- Organisations are encouraged to enter more than one category if appropriate, but they may only make one application in each category.
- Organisations sponsoring an individual award are not eligible to enter that award category.
- The named applicant must be authorised to enter their organisation into the awards programme.
- The business/organisation being nominated must agree to take part in any publicity organised by Scottish Borders Council to promote the Scottish Borders Business Excellence Awards.
- Each application will be considered on its own merits and the scale and resources of the applicant organisation will be taken into consideration.
- Support material will not be returned unless specifically requested.
- Short listed applicants may be asked to provide verification of any claims made in their application, and the judges reserve the right to audit any information supplied.
- Once an organisation has been announced as a finalist, it cannot withdraw from the awards competition.
- Finalists for each of the award categories will be invited to the Scottish Borders Business Excellence Awards presentation lunch at the Scottish Borders Campus on Friday 19 March 2010, when the winner of each category will be announced.
- The judges' decision will be final and no correspondence will be entered into.

### **6. Declaration**

**I hereby certify that the information given in this entry form is correct and confirm that I have read and accept the conditions of entry**

Full Name:	
Position:	
Signed:	
Date:	

Completed applications should be returned, by **29 January 2010**, to Jenny Williamson, Business Improvement Unit, Scottish Borders Council, Council Headquarters, Newtown St Boswells, MELROSE, TD6 0SA or email to [JAWilliamson@scotborders.gov.uk](mailto:JAWilliamson@scotborders.gov.uk)

Call Jenny on 01835 824000 ext 5832 for any additional information you require.

You can also apply online at [www.ourscottishborders.com](http://www.ourscottishborders.com)