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**COFFS COAST BUSINESS AWARDS 2021**

 **ENTRY FORM**

 **Category – OUTSTANDING EMPLOYEE**

 **\*Aligned to Business NSW Awards**

***Business Details***

*To be completed by all entrants including those entering into the individual categories*

1. Trading name:
2. Registered ABN:
3. How is your business structured?

Choose from drop down list - Choose an item.

1. Is your business classified as a not for profit?

 *Yes* [ ]  */ No* [ ]

1. Main office address:
2. Business trading commencement date:
3. What is the main industry your business operates in.?

Choose from drop down list - Choose an item.

1. Number of employees on payroll in Australia?

 Choose from drop down list - Choose an item.

1. Is your business primarily business to business or business to consumer?

Choose from drop down list - Choose an item.

1. Please provide a 100 word biography for your business to be used for promotional purposes.
2. Please indicate the main reason/s you are entering into the Business Awards
* To raise the profile of my business
* To recognise my staff and our achievements
* To build business networks
* To reflect on the goals, strategies and vision that led to the success of your business and to use those insights to drive even greater success in the future.
1. Website:
2. Twitter:
3. Instagram:
4. LinkedIn:
5. Facebook:

***Contact Details:***

*To be completed by all entrants*

**Entry Contact Details:**

First Name:

Surname:

Position:

Email:

Phone:

Mobile:

**Media Contact Details**

**Tick box if same as above**

First Name:

Surname:

Position:

Email:

Phone:

Mobile:

##

 **Outstanding Employee**

The Outstanding Employee Award recognises an inspirational employee who has demonstrated a passion for their role and a commitment to their workplace and the community.

**Entry criteria**

Entrants are required to demonstrate their commitment over the past 12 months to their workplace, the community and to being an outstanding employee. To be eligible to enter this category, the individual must have been employed by their current employer for a minimum of 18 months.

**Additional T&C’s**

In addition to the general T&Cs the following apply to this category:

* Should the entrant leave the organisation before the Regional or State Gala event, they will not be eligible to receive an award.

**Award eligibility check box**

* I have been employed by my current employer for at least 18 months at the time of entry.
* I am not an employee, Regional President, State Councillor or Board Member of NSW Business Chamber Limited.

**Questions**

Entrants full name:

Current job title:

Name of the organisation or business you work for:

Commencement of employment date:

1. Provide a brief profile, including your current role and scope of responsibilities. Maximum word count: 200
2. Outline your employment background, including measurable career achievements and key milestones. Maximum word count: 300
3. Provide an overview of your five-year goals and how you are working towards achieving them. Maximum word count: 300
4. Detail the specific activities and initiatives you have undertaken that have demonstrated a passion for your role and a commitment to your workplace and the community. *Maximum word count: 400*
5. Outline the reasons why you are an outstanding employee. *Maximum word count: 400*

I declare that the information I have provided in this entry form is true and correct at the time of completing this form and that I agree to all conditions of entry listed under the “Conditions of Entry” section of the website. www.coffscoastbusinessawards.com.au

Once you complete this form you should save it on your computer using the file name OUTSTANDING EMPLOYEE. Then return to the Coffs Coast Business Awards Website www.coffscoastbusinessawards.com.au

* Go to the application upload section and follow the instructions.
* You will use your email account to upload your completed Entry Forms.
* You **must** also submit 4 high resolution landscape images in JPG format.

**Video options:**

To help you in making a video please see the video options section on the upload page

* **ALL** entries must submit a **maximum** 20 second video (in MP4 or MOV format). The video clip will be about your business, staff and tell your story as to your reasons for entering the category/s. The video clip and images will be seen by the judges and used as part of a multimedia presentation on the awards night.
* **For each category you enter – you must submit a different video clip about your business, staff and tell your story as to your reasons for entering the category.**