



Federation of Small Businesses

The UK's Leading Business Organisation

In association with



Employee of the Year Award Application Form



This award recognises the input an individual makes to their company's success. It could be a one off suggestion that made the business significant extra business or it might be continued input over and above the call of duty. The recipient must have been with the business for at least 18 months.

What the judges need to know

Question 4 **Contribution**

How has the business success improved as a result of this employee.

Question 5 **Team Work**

Demonstrate how this employee works with other staff/management.

Question 6 **Over and Above**

Give evidence as to how the employee has achieved this.

Question 7 **Ambition**

Does this employee push the boundaries.

Question 8 **Reliability**

How does this employee meet your everyday requirements.

Please Note

Supporting marketing material is welcome.

1 About your business

Business Name	
Type of Business	
Business Address	
Postcode	
Telephone	
Fax	
E-mail:	
Website	

What is the trading style of this business? (please indicate with an 'x' where applicable)

Sole Trader	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Limited Company	<input type="checkbox"/>	Other (please specify)	
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From where do you run your business? (please indicate with an 'x' where applicable)

Home	<input type="checkbox"/>	Premises	<input type="checkbox"/>	Other (please specify)	
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How many people are employed in your business (including the business owners?) (please specify)

Full Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>	Temporary	<input type="checkbox"/>	Other (please specify)	
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In which month and year did you start your business? Month _____ Year _____

Turnover in 2009 _____ Projected Turnover for 2010 _____

NB: Please note that all applications are treated in the strictest confidence and no annual sales or turnover figures will be shared with outside parties unless the applicant agrees.

2 About you, the business owner(s)

Name:		Role:	
Name:		Role:	
Name:		Role:	

3 Tell us about what your business does (e.g. services, customers, products)

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Please use additional paper as required

4 Contribution 250 WORDS MAXIMUM

5 Team Work 250 WORDS MAXIMUM

6 Over and Above 250 WORDS MAXIMUM

7 Ambition 250 WORDS MAXIMUM

To complete this application, please follow the entry instructions below:

Award Category: _____

Signed

Date

(Business Owner)

Name

Business Name

Please return this signed form (closing date 5.00pm, 28th May 2010) to:-

**Maxine Aldred
Regional Organiser
Federation of Small Businesses
38 Digby Close
Tilton on the Hill
LE7 9LL**

or send your completed application via email to: Maxine.aldred@fsb.org.uk

For further information or queries please contact Maxine Aldred, Regional Organiser
Telephone: 0116 2597 707
e-mail: Maxine.aldred@fsb.org.uk

Terms and Conditions

- The competition is open to all businesses based in Leicestershire, Northamptonshire and Rutland
- For the purpose of these awards a small business is a sole trader or up to 50 employees
- It is not open to sponsors
- The comments made on your application form should be accurate to the best of your knowledge
- The Judges' panel will be made up of a business representative from each county, sponsors and FSB representative
- The Judges' decision is final
- You may be contacted by the FSB
- Entrants must be available for consultation with the judges should the need arise
- By entering the awards you agree to partake in publicity for the awards
- **Supporting marketing material is welcome**

Please note

Any financial information provided will be treated in the strictest confidence and will not be disclosed to anyone other than the panel of judges and its advisors.

If you are chosen as a finalist you will receive 3 Complementary tickets and will be required to attend the Grand Final on 15th July 2010.

Please take a few moments to ensure that all materials are enclosed with your application.