**Woman Franchise Employee of the Year 2018**

**Sponsored by the Approved Franchise Association (AFA)**

***Recognising the most successful woman employed in franchising, either by a Franchisor or Franchisee, during 2017.***

**Entry Form**

|  |  |
| --- | --- |
| Award Employee Name:  (Nominated by the Franchisor/Franchisee) |  |
| Applicants position within the business: |  |
| Franchise Name: |  |
| Franchisor Contact Name: |  |
| Franchisor Address: |  |
| Franchisor Postcode: |  |
| Franchisor Telephone Number: |  |
| Franchisor Mobile number: |  |
| Franchisor Email: |  |

**The deadline for entries is 5pm on Wednesday 7th March 2018**

**We regret that entries received after this date cannot be considered by the judging panel**

**GUIDANCE NOTES**

**(for Woman Franchise Employee of the Year 2018 ONLY)**

1. The applicant must be a full time or part time employee of either a franchisor or franchisee.
2. You must fully complete the Entry form details on Page 1 providing your contact details and confirm on Page 4 that you have understood and agree to the conditions for the award.
3. You must provide a written statement in support of your entry on Page 3 of this official form **ONLY**.
4. Your written statement must explain what **YOUR EMPLOYEE ACHIEVED DURING 2017** that you believe makes them a candidate for this award category.
5. If you include any statistics, please attach relevant documents to support any claim made. Unsubstantiated claims will be excluded by the judges.
6. Only include information relating to prior to 2017 if it helps to illustrate a point that relates to their achievements during 2017.
7. The judge’s decision will be based on activities and achievements of the nominee **during 2017­­­­ only**.
8. The judge’s decision will be based only on the information provided in the written statement and supporting evidence.
9. Information relating to prior to 2017 or information that is known by the judges but not included in the written statement will be ignored.
10. The judges may request additional information.
11. Incomplete submissions will not be considered.
12. Submissions must be submitted on the official **Award Entry Form**, with **ALL** supporting material and evidence and sent to us via **WeTransfer. Please do not email your entry as it will not be counted!  
    *Note: WeTransfer is a free, fast service, you don’t even need to set up an account.   
    Go to*** [***www.wetransfer.com***](http://www.wetransfer.com) ***and click on “Email to” and enter “***[***awards@ewif.org***](mailto:awards@ewif.org)***“ then click on “Add your files”. Select your Entry Form and any Supporting Evidence files and click on “Open”. Finally click on “Message” and type in in Your Name and the name of the Award you are entering. Once done then click on “Transfer”. You will then receive an email confirming your WeTransfer has been successful.***
13. The judges will select a shortlist of Finalists, all of whom will be notified in writing, and from which the winner will be selected.
14. The judge’s decision is final and there will be no written correspondence regarding their decisions.
15. The Award Category may be changed at the discretion of the organisers.
16. All finalists will be required to attend the **EWIF Award ceremony** on **Tuesday 15th May 2018** and the **Finalists Award Reception** on the evening of **Monday 14th May 2018**, both being held in Central London.
17. Entries will only be accepted from UK businesses.
18. **The closing date for entry forms to be received is 5pm on Wednesday 7th March 2018.**
19. No responsibility will be taken by the organisers for entry forms not received.

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**Official Written Statement** (this page only / 10pt font minimum size)

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List all supporting material: (write the names of all the documents that accompany your written statement)

|  |  |
| --- | --- |
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**Submit only the OFFICIAL WRITTEN STATEMENT FORM.**

I confirm that: (please mark all)

|  |  |
| --- | --- |
|  | I have included a written statement on page 3 of this **Official Entry Form.** |
|  | I have attached evidence to show that the applicant is an employee of either a franchisor or franchisee |
|  | The entry statement is on 1 page only |
|  | The entry relates to achievements during 2017 only |
|  | If chosen as a finalist, the applicant will attend the EWIF Award Reception in London on the evening of **Monday 14th May 2018** |
|  | If chosen as a finalist, the applicant will attend the EWIF Award Ceremony in London on **Tuesday 15th May 2018** |
|  | I have attached a colour photograph of the applicant. **Please ensure the image is at least 3MB in size.** |
|  | I have attached a colour copy of the company’s logo for promotional activities. **Please ensure the logo is at least 3MB in size or in .eps format.** |
|  | If chosen as a finalist, the applicant agrees that my details can be used by EWIF for promotional purposes in relation to these awards. |
|  | I have read and understood the entry conditions and guidelines overleaf. |
|  | I declare that the information provided in the Award written statement and any supporting documentation is true and accurate. |

Please mark any that apply: (Personal Data supplied to us is subject to the Data Protection Act 1998)

|  |  |
| --- | --- |
|  | I wish any material contained within the application to remain confidential. |
|  | I do not wish to receive information about future EWIF awards |
|  | I do not wish to receive information about other relevant EWIF events |
|  | I do not wish to receive information from other companies approved by EWIF |

To confirm your acceptance of the above – please enter your name and the date here:

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

Thank you for entering.

Please now send your completed Entry Form and supporting evidence via **WeTransfer** (details on how to use WeTransfer are in the Guidance Notes on page 2 of this Entry Form).

Please make sure you name the Entry Form with the Applicants names followed by the Applicants company and finally the Award you are entering, like this:

“Joanna Blogs – Bloggs Cars – Woman Franchise Employee of the Year 2018”.

Please remember we are only accepting entries via WeTransfer.

**Good luck!**