**Woman Franchise Employee of the Year 2016**

**Sponsored by What Franchise**

***Recognising the most successful woman employed in franchising, either by a Franchisor or Franchisee, during 2015.***

**Entry Form**

|  |  |
| --- | --- |
| Award Employee Name:  (Nominated by the Franchisor) |  |
| Franchise Name: |  |
| Franchisor Contact Name: |  |
| Franchisor Address: |  |
| Franchisor Postcode: |  |
| Franchisor Telephone Number: |  |
| Franchisor Mobile number: |  |
| Franchisor Email: |  |

**The deadline for entries is 5pm on Monday 14th March 2016**

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

**GUIDANCE NOTES**

**(for Woman Franchise Employee of the Year 2016 ONLY)**

1. You 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 you **ACHIEVED DURING 2015** that you believe makes you 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 2015 if it helps to illustrate a point that relates to your achievements during 2015.
7. The judge’s decision will be based on activities and achievements of the nominee during 2015 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 2015 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 put in a Dropbox folder (**[**www.dropbox.com**](http://www.dropbox.com)**) which is then shared with** [**awards@ewif.org**](mailto:awards@ewif.org)**. Please note we are not accepting ANY applications by email this year. Any applications received by email will not be judged.**
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 Award ceremony on **Tuesday 24th May 2016** and the Award Reception on the evening of Monday 23rd May 2016, both being held in Central London.
17. **The closing date for entry forms to be received is 5pm on Monday 14th March 2016.**
18. Entries will only be accepted from UK businesses
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 the attached **Official Written Statement Form** IN SUPPORT OF MY ENTRY. (Only the Official attached sheet will be accepted) |
|  | I have attached evidence to show that I am an employee of either a franchisor or franchisee |
|  | My entry statement is on 1 page only |
|  | My entry relates to achievements during 2015 only |
|  | If chosen as a finalist, I agree to attend the Award Reception in London on the evening of **Monday 23rd May 2016** |
|  | If chosen as a finalist, I agree to attend the Award Ceremony in London on **Tuesday 24th May 2016** |
|  | I have attached a colour photograph of myself. **Please ensure the images are at least 3MB in size.** |
|  | I have attached a colour copy of the company’s logo for promotional activities. **Please ensure the images are at least 3MB in size.** |
|  | If chosen as a finalist, I agree 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 my 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 scan your entry form and put it, along with any supporting documentation and a high res photo and a copy of the company logo (at least 3MB) in a Dropbox folder and share it with [awards@ewif.org](mailto:awards@ewif.org)

Please make sure you name the file with the nominee name and company at the beginning like this: ‘Joanna Blogs – Bloggs Cars – Franchise Employee of the Year 2016’. If you do not currently use Dropbox please visit [www.dropbox.com](http://www.dropbox.com) and take the tour. It is free to use and is the **only** way we are accepting entries this year.

**Good luck!**