



A division of NSW Business Chamber



## 2020 IWIB Illawarra Businesswomen's Awards

### APPLICATION FORM

## IWIB Award for an Outstanding Executive PA, Secretary & Support Staff 2020

Proudly sponsored by



**Presentation at the IWIB Businesswomen's Awards Lunch**

**11.00am - Friday 15<sup>th</sup> May 2020**

**At Villa D'oro Function Centre**

The work of Executive Assistants, PA's & support staff are not usually recognised at a Business Awards Day and often their work goes unnoticed.

**The IWIB Award for Outstanding Executive PA and Support Staff** recognises the role of Executive PA's, Secretaries and support staff to manage the office of their executive in a way that facilitates them being as productive and effective as possible. More than ever, today's PAs balance an ever-increasing list of responsibilities.

This award acknowledges the importance of outstanding Executive PA & support staff as part of the success of the business.

**The IWIB Award for Outstanding Executive PA and Support Staff for 2020 will:**

- demonstrate significant achievements over the past 12 months
- be making a significant contribution to the success of a business in the \*Illawarra





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## 1. APPLICATION FORM (please include this page in your application)

Name of Applicant

Address

Telephone number

Email

Name of Business

ABN Number

Applicants Signature

Employer's name & signature (if not self employed)

## 2. DECLARATION (please include this page in your application)

*I, being ( ), warrant that the information provided is true and correct as at the time of completing this application. I understand and abide by the rules as stated on this entry form and I agree to abide by the conditions of entry as stated.*

**Signed**

**(Signature of Candidate/Nominee)**

**Date**





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### 3. IMPORTANT INFORMATION

If you are an Executive Assistant, Secretary or Support Staff and wish to enter **The IWIB Award for Outstanding Executive PA and Support Staff for 2020**, please **EMAIL** your application/nomination to us (**one complete application in ONE PDF FILE**) email to [events@iwib.com.au](mailto:events@iwib.com.au):

- A. Completed Application Form (1. above)** as the front page of your Application/Nomination
- B. Completed Declaration Form (2. above)**
- C. Please answer the following questions (1 – 6) on a separate A4 typed page for each question (using Arial size 12 font):**
  - 1. Briefly describe what the business does.
  - 2. Outline your/the support staff responsibilities undertaken, describing their tangible results or contribution to your/the organisation/company
  - 3. What are their/your key achievement/s over the past 12 months.
  - 4. How has their/your achievement/s impacted on the business in a positive way.
  - 5. What makes the business different to your competitors in the \*Illawarra.
  - 6. How will these awards affect their/you if they/you won this category
  - 7. Supporting submission material NB: This can include the following: press cuttings; marketing materials; supporting letters and testimonials, photos

**Please note:** (Points 1 - 6 in **C above** cannot be longer than 1 A4 typed page for each question - using e.g Arial size 12 font)

**please put each of the 6 questions on a separate A4 page**





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## APPLICATION:

- ✓ Your full application (**part 3 - A, B, C & D**) must be emailed (**one complete application in ONE PDF FILE**) email to [events@iwib.com.au](mailto:events@iwib.com.au))
- ✓ No entries will be accepted after **5pm Friday 9<sup>th</sup> March 2020** (email **one complete application in ONE PDF FILE**) email to [events@iwib.com.au](mailto:events@iwib.com.au)
- ✓ You will receive confirmation of receipt of your application by email, within **48hours**. If you do not receive this confirmation, email us at [events@iwib.com.au](mailto:events@iwib.com.au)

## JUDGING

- ✓ All applicants will be notified shortly after 12<sup>th</sup> March 2020 and advised if they have made it to a shortlist of finalists.
- ✓ All shortlisted finalists must attend a judging day. Your category Judge will contact you regarding the date & time.
- ✓ The winner will be announced at the IWIB Business Women's Awards Day on Friday 15<sup>th</sup> May 2020 – all finalists are to attend the Awards Presentation.
- ✓ A Judging Panel made up of well respected and experienced members of the Illawarra business community will judge the awards. Two (2) judges will conduct the interviews with the successful candidates who reach this stage.





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## Terms and Conditions

- Entries for the 2020 Awards are now open
- All must be emailed to [events@iwib.com.au](mailto:events@iwib.com.au) with the **FULL APPLICATION** in **ONE PDF FILE** to be received before **5pm Friday 9<sup>th</sup> March 2020 deadline**.
- No entries after this date will be accepted.
- Only applications/entries which are emailed will be accepted (no hard copies in mail or dropped off)
- You will receive confirmation of receipt of your application by email, within 48hours. If you do not receive this confirmation, email us at [events@iwib.com.au](mailto:events@iwib.com.au)
- The IWIB Businesswomens Awards are free to enter and open to any female over the age of 18 provided they operate or work as an employee in a business located in the \*Illawarra.
- IWIB defines the \*Illawarra area to cover the local governments of Wollongong, Shellharbour, Kiama & the Shoalhaven. Applicants must conduct their business in these areas of local government.
- The business can be a sole trader, a private or public limited company, a partnership or limited liability partnership, a business unit within a company or a not-for-profit organisation. Businesses can operate in any trading sector.
- It is a condition that entrants must declare whether they, or the business they represent, are involved in (or could be involved in) any dispute or judgement that could in any way significantly interfere with the proper conduct of the Illawarra Women in Business Businesswomen Awards.
- Responsibility within the scope of these conditions cannot be accepted for any failure of confidentiality. Entrants will be expected to protect those aspects of their business that may be patentable, registerable or otherwise secret and governed by intellectual property, copyright or similar legislation.
- All information provided will be considered as confidential by Illawarra Women in Business and will only be accessible to the directors of Illawarra Women in Business and to the Judging Panels. Judges will observe the requirements of confidentiality and will declare any possible conflict of interest.
- Winners may refer to the competition in their own publicity material following approval by the organisers of such material.
- By entering the competition, applicants agree that their name may be held on an awards database.
- By entering the competition, applicants agree that their name and photo may be used in any future promotion of IWIB and similar IWIB awards, and used in any media releases associated with IWIB.
- There can be no appeal against the decisions of the judges and these decisions must be accepted as final in respect of all matters concerning the Illawarra Women in Business Businesswomen Awards, including the interpretation of the conditions of entry.
- All applications will be destroyed 3 months after the Awards Day
- No correspondence will be entered into





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## **WE THANK YOU FOR YOUR APPLICATION**

*The IWIB Businesswomen Awards 2020 are an initiative of Illawarra Women in Business. We thank you for entering the awards and wish all candidates the best of luck!*

### ***PLEASE NOTE***

*All completed applications must be emailed to [events@@iwib.com.au](mailto:events@@iwib.com.au)*

*1 full application in **one** (1) PDF File only)*

*To be received before **5pm Friday 9th March 2020***

*\*\*\* No entries will be accepted after this date.*

