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2024 IWIB Illawarra Businesswomen's Awards

APPLICATION FOR

2024 IWIB Outstanding Executive Employee

*proudly sponsored by **Fiducian Illawarra***

OR

2024 IWIB Outstanding Employee

*proudly sponsored by **Melinda Griffiths Lawyers***

Presentation at the IWIB Businesswomen's Awards Lunch

11.00am - Friday 3rd May 2024

At City Diggers Wollongong

Applications are now open for the IWIB Businesswomen's Awards 2024!

Illawarra Women in Business is proud of the achievements of women in the local business community, recognizing and celebrating their success through our IWIB Awards.

Entering awards are a vital part of our personal and professional development and gives those entering the opportunity to analyse themselves and their business – which in turn can help them develop professionally.

This award is open to ALL employees in a business or organisation in the *Illawarra (which are either owned or operated by a female or are a female friendly working environment) that best demonstrates energy, vision, as well as a tangible business success and is an Australian registered business, company or organisation. This includes partnerships, franchises, community organisations, registered charities, commonwealth & state government departments, agencies and local government bodies.



1. CATEGORY ENTERING *Please include this page as page 2 of your application*

Tick the category you are entering – tick only **ONE** box (you may only enter **one** of the following categories)

2024 IWIB Outstanding Executive Employee
*proudly sponsored by **Fiducian Illawarra***

The IWIB Award for Outstanding Executive Employee recognises the role of Practice Managers, Office Managers, Leadership Team Members and Executive PA's who all play a significant role in the management of the business / office.

This award is made to an outstanding executive employee who best demonstrates ambition, leadership and vision, as well as tangible success. This award is for executive employees who have had an outstanding impact in contributing to the success of a business or organisation.

The IWIB Award for Outstanding Executive Employee will:

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

OR

2024 IWIB Outstanding Employee
*proudly sponsored by **Melinda Griffiths Lawyers***

The IWIB Award for Outstanding Employee recognises the role of employees (including all staff other than executive staff such as Executive PA's, practice managers, leadership team members, Office managers)

This award recognises extraordinary performance, goal achievements and dedication and is for employees who are slayers of deadlines, who are stand-out performers and are the best at what they do.

This award acknowledges the importance of outstanding employees as part of the success of the business.

The IWIB Outstanding Employee 2024 will:

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

2. DETAILS OF APPLICANT (please include this page in your application as page 2)

Applicants Last Name:

Applicants First Name:

Company Name / Name of Business:

ABN:

Business Address:

Position in Business:

Email Address:

Applicants Phone Number:

Referee 1

Name:

Business Name:

Phone Number:

Referee 2

Name:

Business Name:

Phone Number:

3. DECLARATION

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

Signature of Applicant:

Date

Signature of Business Owner or CEO:

Date

4. QUESTIONS TO BE ANSWERED IN YOUR APPLICATION

(please answer each question on a separate page – include the question and question number at the top of each page and each question has a **maximum word count of 400 words**)

1. Briefly describe what the business does.
2. Outline your job role including responsibilities undertaken, describing tangible results or contribution to the organisation/business
3. What are your key achievement/s over the past 12 months.
4. How has your achievement/s / job role 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 you if you won this category
7. Supporting submission material NB: This can include the following: press cuttings; marketing materials; supporting letters and testimonials, photos

HOW WE NEED YOU TO PUT YOUR APPLICATION TOGETHER:

Please put your completed Application together in the following order:

- ✓ **Completed Applicant Details** (No. 2 of this application) as your Front page
- ✓ **Declaration completed** (No. 3 of this application)
- ✓ Category you are entering –ticked (No. 1 inf this application as page 2 of your application)
- ✓ **Your Answers to Questions 1 – 6** (No. 4 of this application).

Each question is to be on a separate page with a maximum 400 word count per question – include the question you are answering at the top of each page with the question number

- ✓ The full application must be emailed (**one complete application in ONE PDF FILE**) email to 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
- ✓ You may include an index & testimonials
- ✓ **Do not** email newspaper clippings & articles – bring these with you to the interview with your judges.

All entries must be EMAILED to events@iwib.com.au in **ONE PDF FILE** – to be received before 5pm Monday 4th March 2024 deadline.

No entries will be accepted after this date.

JUDGING

- ✓ All applicants will be notified within one week after 4th March 2024 and advised if they have made it to a shortlist of finalists.
- ✓ All shortlisted finalists will be asked to 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 4th May 2024
- ✓ 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.
- ✓ **All finalists are to attend the Awards Presentation.**

Terms and Conditions

- Entries for the 2024 Awards are now open
- All entries must be emailed to events@iwib.com.au in **ONE PDF FILE** to be received before **5pm Monday 4th March 2024 deadline**.
- No entries after this date will be accepted.
- 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
- 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 & Camden LGA's. Applicants must conduct their business in one of 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

WE THANK YOU FOR YOUR APPLICATION

The IWIB Businesswomen Awards 2024 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*

Application must be in ONE PDF file

*to be received before **5pm Monday 4th March 2024***

No entries will be accepted after this date