A picture containing text, sign

Description automatically generated

**The Herald Top Employer Awards – Entry Form**

**ENTRY RULES**

1. The awards are free to enter.

2. Award sponsors or companies affiliated with award sponsors may not enter the category they sponsor.

3. You must have permission of the organisation or individual to nominate them to win an award.

4. Entries are treated in confidence.

4. Supporting information can be included please ensure written material does not exceed 3 pages. Please email to [stephen.laughlin@newsquest.co.uk](mailto:stephen.laughlin@newsquest.co.uk)

6. Incomplete entries will not be judged.

7. All entries will be acknowledged on receipt. Entries will become the property of The Herald and entries will not be returned.

8. The Herald reserve the right to withdraw an award from any applicant supplying false information within their entry. Judges reserve the right to audit any information supplied.

9. Information supplied will be shared with the judging panel and all information will be treated as confidential. It will not be used for any purpose other than judging the competition. Finalist organisations may be included in related media coverage and may be required to take part in promotional activities about The Herald Top Employer Awards.

10. The judges’ decisions are final.

11. Introductions to entrants may be made to sponsors of sponsored categories via The Herald.

12. By registering and completing an entry for the awards you agree to these terms and conditions.

**NOTES**

Your entry should be saved as the category you are entering and your organisation name. For example: **Small Employer of the Year** - **The ABC Company**.

You may submit multiple entries, and entries may be submitted in more than one category.

Closing date for ALL applications is 6pm, **Thursday, September 8.**

Please note entries received after this date cannot be considered and will not be entered into the awards.

For further details on the categories and what the judges are looking for please visit

<https://newsquestscotlandevents.com/>

**ENTRY FORM**

**Organisation:**

**Name of person submitting application:**

**Project/Nominee name (if applicable):**

**Phone Number:**

**Email:**

**Website:**

**Twitter handle:**

**Sector:**

**Number of Employees:**

**How did you hear about this event:**

**Chosen category:**

**Please confirm the name you would like display on your trophy should be selected as a winner:**

* Small Employer of the Year
* Medium Employer of the Year
* Large Employer of the Year
* Best Flexible Working
* Best Diversity and Inclusion Dynamic in the Workplace
* Leading Apprenticeship/Graduate Programme
* Inspiring Employee Culture Award
* Best Use of Digital Technologies
* Training and Skills Development Initiative
* Scottish Top Employer of the Year

1. **Please provide a 50 word blurb on your company/entry which will be used if you are selected as a finalist:**
2. **Please provide an overview of your organisation (Max 500 words)**
3. **Please tell us why your organisation should be recognised as a Top Employer in Scotland. Refer to chosen category criteria. (Max 1000 words).**
4. **Please provide information on the achievements of the business and outline the impacts and benefits of your practices on employees and the overall organisation. (Max 800 words).**
5. **Please provide any supporting information for your nomination that supports you being a stand out employer. Links to webpages, blogs and videos etc can be included.**