# http://bwf.org.uk/assets/picture1.gifBWF Joinery Apprentice of the Year Award 2017

**APPLICATION FORM**

# Entry Rules

1. Apprentices in all UK joinery and woodworking companies are eligible to enter
2. Individuals on a formal apprenticeship that is in woodworking joinery-related occupation are eligible (for example (but not limited to) Bench/Architectural Joinery, Wood machining, Wood Product Manufacturing). New entrants that are under internal training programmes in joinery-related occupations will also be considered for this category. Those undertaking non-trade occupations, should apply for the Trainee of the Year Award.
3. An apprentice is eligible if still studying or have completed their studies within twelve months of the closing date.
4. The apprentice must have been on a formal training programme i.e. on an apprenticeship or a structured internal training programme (that should last at least 18 months) in a joinery-related occupation.
5. There is no entry fee
6. There are no limits on the number of entries per company, but only one entry per person
7. Nominations should be completed by employers or line managers on behalf of their apprentice
8. Applications must be received by no **later than Friday, 8th September 2017, 5pm**
9. The BWF cannot accept any responsibility for the loss of or damage to entries
10. Judges’ decisions are final and no correspondence or discussion will be entered into regarding the selection process

# Judging Criteria

**The award will be judged against the following criteria in the apprentice category:**

• **Outstanding achievement** – quality of workmanship

• **Commitment** – good timekeeping and attitude

• **Adding value** – the use of initiative to improve workplace processes and/or quality

• **Personal development** – how the apprentice has benefited from his/her training in terms of maturity and workmanship

# Entry Requirements

**To enter the apprentice category, simply send the following:**

* A completed entry form below
* Photographs (in electronic jpeg format) and short description of up to three projects, and a face picture of the apprentice.
* A testimony/reference from the employer covering the key criteria (no more than 500 words)
* A testimony from the college/training provider supporting the key criteria (no more than 500 words) and confirming good attendance.
* A personal statement from the apprentice on what they have gained from their training and what winning this award would mean (no more than 150 words)

# Awards Presentation

The Award will be presented at the BWF Annual Dinner & Awards on the evening of **Friday 24th November 2017** at the prestigious Drapers’ Hall, Throgmorton Avenue, London, EC2N 2DQ.

Up to three shortlisted entries will be notified of their success at least one month in advance, and they and a guest (who must be over 18 if the apprentice is under 18) will be invited to the Annual awards on 24th November 2017 free of charge. Additional tickets to the Dinner & Awards are chargeable and prices are to be confirmed.

# Sponsorship Information

The Apprentice of the Year Award is kindly sponsored by:

# Entry form

Please complete the below and return this entry form together **with your supporting evidence** to:

Email Hayley Baptist, Membership & Training Administrator, at: hayley.baptist@bwf.org.uk

--OR--

BWF Award 2017, British Woodworking Federation, The Building Centre, 26 Store Street, London WC1E 7BT
(please note that images will still need to be provided in an electronic format)

Name of apprentice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominating employer or line manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long has the nominee worked for the company? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College attended / training provider used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact details of teacher / trainer we can contact to verify evidence:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Checklist for entering the Apprentice of the Year Award:**

* Photographs (in electronic jpeg format) and short description of up to three projects
* A testimony/reference from the employer covering the key criteria (no more than 500 words)
* A testimony from the college/training provider supporting the key criteria (no more than 500 words) and confirming good attendance.
* A personal statement from the apprentice on what they have gained from their training and what winning this award would mean (no more than 150 words)



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