

Dear Applicant

Congratulations! You have now taken the first step towards entering this year's Corporate Receptionist of the Year competition. All details about the competition, the full process and rules can be found below.

**The Competition:** The Corporate Receptionist of the Year competition consists of various stages where your skills will be assessed by an eminent panel of judges. The whole process runs from February to May and comprises the following stages:

**First Stage (to be completed by you by midnight on 28th February 2020)**

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**You will need four items to hand before submitting your entry to the competition**

- Complete this application form and ask your manager to endorse it.
- Make sure your CV is up to date.
- Have a recent photo of yourself in your corporate uniform (or usual work attire if no formal uniform).
- Make a video clip on your phone where we ask you to bring your amazing personality to life.

## 1. Start your application by filling in your personal details

Your name (First name and last name)

Phone

email

The company you are employed by (this may be a third party contractor or you may be employed directly by the organisation you work at)

The client organisation you work for (if different from above)

- I understand and agree to you holding my personal details until 13th May 2020 for the purpose of judging my entry to the competition and that the information will be deleted afterwards.
- I understand the first prize of a trip to New York must be taken during the period of 17th to 21st June 2020. Alternative dates are not available

## 2. Answer these questions

This is where you can highlight your achievements and ideas and gives the judges an insight into your eligibility to win this prestigious award. No more than 150 words per answer. **Please note** the word count must be strictly adhered to and you will invalidate your entry if you do not comply with this.

a) Introduce yourself and explain what inspired you to become a corporate receptionist

b) Please share an experience where you were the guest and experienced exceptional customer service outside of your own place of work. Why did it stand out for you?

c) Please share an experience where you have provided outstanding service to a guest or a caller.

d) How do you exemplify being a team player?

e) What do you do over and above your role as a receptionist that adds value to your organisation?

f) Why should you win this competition and represent corporate receptionists from across the UK?

g) Where would you like to be in your career in 3 years' time and why?

### 3. Ask your manager to endorse your application

Your manager has the opportunity to add some words of support and confirm that you have been selected to be the applicant for your particular corporate organisation.

Manager's name (first and last name)

Manager's email address

#### Your manager completes this section

As the applicant's manager I would like to add the following words in support of this application. [150 words max]

I endorse this application and confirm acceptance of the following terms and conditions:

1. All applicants must hold a permanent contract (not be temping) and be working as a Receptionist in a corporate organisation, whether directly for that organisation or through a third party contractor service provider. Placement students are not eligible to enter.
2. The applicant must have worked for that company for at least 6 months at the 1st January 2020 and not be working their notice or have otherwise indicated their intention to leave.
3. Entries are limited to just one application per corporate organisation and each application must be endorsed by the Reception Manager/Front of House Manager/Facilities Manager. If more than one application is received from any one organisation, then the first one received will be accepted. Please note for Receptionists working for a third party contractor, it is the ultimate client organisation that is meant here. For example, a corporate reception supplier X could have ten entries as long as each of the ten receptionists are working for a different end client.
4. The applicant must be working as a front-line receptionist and not a supervisor, manager or more senior member of the team.

**If any applicant has any questions regarding their eligibility to enter please contact [enquiries@croty.co.uk](mailto:enquiries@croty.co.uk)**

### 4. Submit your endorsed application to the Corporate Receptionist of the Year judging panel by 28th February 2020.

Submit your endorsed application as well as upload your CV, a recent photo of yourself in your corporate uniform (or usual attire if no formal uniform) and your video clip. **Closing date for applications is midnight on the 28th February 2020.**

You will receive a confirmation that your application has been received.

## Second stage

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All applications will be scrutinised by the judging panel and a shortlist of ten applicants selected. All shortlisted applicants will be advised by 28th March 2020 and featured on the CROTY website.

## Third stage (April 2020)

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The successful applicants will be invited to a face to face interview and to carry out a short role play. Dates will be arranged to suit candidates and the judges during the month of **April 2020**.

## Fourth stage and Corporate Receptionist of the Year Award Ceremony on Wednesday 13th May 2020

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All ten shortlisted applicants will be invited to attend a special ceremony on Wednesday 13th May 2020, where the overall winner will be announced and the trophy presented.

Each finalist will be able to invite their manager plus up to three additional guests to join them at the ceremony.

## The Prizes:

As well as the trophy and title of Corporate Receptionist of the Year, the winner will receive the following prizes:

### ★ NEW YORK!

A fully hosted five-day trip to New York which includes the opportunity to visit a number of exciting and prestigious Corporate Offices in New York, including the Rockefeller Center, plus leisure time each day. The prize includes return flights and Hotel accommodation and most meals. **Please note** this prize is to be taken between the 17th and 21st June 2020.

### ★ DINNER FOR TWO!

Dinner for two at a leading Michelin-starred Restaurant in London.

### ★ LEADERSHIP DEVELOPMENT

Two full day Leadership Development Programmes

### ★ OTHER PRIZES

Other prizes by the sponsor partners will be announced.

If you should have any questions or need any further assistance, please do not hesitate to contact the CROTY Coordinators via the website at [enquiries@croty.co.uk](mailto:enquiries@croty.co.uk). Good luck and we look forward to receiving your application!