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APPLICATION FORM

FOR PARTICIPATION IN PROGRAMME

"FIT FOR PARTNERSHIP WITH GERMANY

THE MANAGER TRAINING PROGRAMME OF THE FEDERAL MINISTRY OF ECONOMICS AND TECHNOLOGY"

*Please fill in this form electronically*

**I. CANDIDATE DATA**

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| **1. Personal Data** | | | | | | | | | | | | |
| **1.1** Last name | | |  | | | **1.2** First name | | |  | | | |
| **1.3** Patronymic | | |  | | | **1.4** Date of birth  (Day/Month/Year) | | |  | | | |
| **1.5** International Passport No/ Validity | | | / | | | **1.6** Last name, first name (as written in international passport in latin) | | |  | | | |
| **2. Contact Data** | | | | | | | | | | | | |
| **2.1** Home address | | |  | | | | | | | | | |
| **2.2** Home phone  (country code + city code + number) | | |  | | | **2.3** Mobile phone | | |  | | | |
| **2.4** E-mail (private) | | |  | | | **2.5** Office phone/  Fax (country code + city code + number) | | | / | | | |
| **3. Education** (please begin with your most recent degree / professional qualification) | | | | | | | | | | | |
| Name of University | Department of University | | | | Year of  admission | | Year of  graduation | | | Degree obtained | |
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| **4. Participation in Other Training Programmes** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **4.1 Participation in other training programmes** (including trainings abroad and language courses) | | | | | | | | | | | |
| Name of institution | | Name of programme | | Year of  admission | | | | Duration | | | Certificate (Yes/No) |
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| **5. Foreign Language Skills** | | | | | | | |
| **5.1** English | | | Basic  Good  Fluent | | | | |
| **5.2** German | | | Basic  Good  Fluent | | | | |
| **5.3** Other languages | | |  | | | | |
| **6. Employment** | | | | | | | | | |
| **6.1** Company name | |  | | | | | | | |
| **6.2** Period of employment at this company  (specify month and year when you started working there) | |  | | | **6.3** Position / period of employment in this position (month / year) | | / | | |
| **6.4** Brief description of your professional responsibilities | | | | |  | | | | |
| **6.5** Number of employees under your direct supervision | | | | |  | | | | |
| **7. Work Experience** (please begin with your penultimate employment) | | | | | | | | |
| Name and address of the company | Position | | | From (month/year) | | Until (month/year) | | |
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**II. COMPANY DATA**

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| **8. Company Data** | | | | | | | | | | |
| **8.1** Full name of the company | | |  | | | | | | | |
| **8.2** Year of foundation | | |  | | | | | | | |
| **8.3** Address of the company | | |  | | | | | | | |
| **8.4** Phone number  (country code + city code + number) | | |  | | | | | | | |
| **8.5** Fax number  (country code + city code + number) | | |  | | | | | | | |
| **8.6** E-mail/ homepage | | | / www. | | | | | | | |
| **8.7** Name of the CEO | | |  | | | | | | | |
| **8.8** CEO’s phone/ fax number | | | / | | | | | | | |
| **9. description of the company** | | | | | | | | | | |
| **9.1** Type of ownership | | | | Private company  State owned company  Mixed form of ownership (private & state)  Other, please specify | | | | | | |
| **9.2** Legal form | | | | Ltd.  Joint stock  Joint venture  Other, please specify | | | | | | |
| **9.3** Is the company part of a holding? | | | | Yes  No | | | | | | |
| **9.4** Economic sector | | | | Production  Trade  Services  Other, please specify | | | | | | |
| **9.5** Branches | |  | | **A** | **01 - 03** | | **Agriculture, forestry and fishing A** | | | |
|  | | **B** | **05 - 09** | | **Mining and quarrying** | | | |
|  | | **C** |  | | **Manufacturing** | | | |
|  | |  | **10** | | Manufacture of food products | | | |
|  | |  | **11** | | Manufacture of beverages | | | |
|  | |  | **12** | | Manufacture of tobacco products | | | |
|  | |  | **13** | | Manufacture of textiles | | | |
|  | |  | **14** | | Manufacture of wearing apparel | | | |
|  | |  | **15** | | Manufacture of leather and related products | | | |
|  | |  | **16** | | Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials | | | |
|  | |  | **17** | | Manufacture of paper and paper products | | | |
|  | |  | **18** | | Printing and reproduction of recorded media | | | |
|  | |  | **19** | | Manufacture of coke and refined petroleum products | | | |
|  | |  | **20** | | Manufacture of chemicals and chemical products | | | |
|  | |  | **21** | | Manufacture of basic pharmaceutical products and pharmaceutical preparations | | | |
|  | |  | **22** | | Manufacture of rubber and plastic products | | | |
|  | |  | **23** | | Manufacture of other non-metallic mineral products | | | |
|  | |  | **24** | | Manufacture of basic metals | | | |
|  | |  | **25** | | Manufacture of fabricated metal products, except machinery and equipment | | | |
|  | |  | **26** | | Manufacture of computer, electronic and optical products | | | |
|  | |  | **27** | | Manufacture of electrical equipment | | | |
|  | |  | **28** | | Manufacture of machinery and equipment n.e.c. | | | |
|  | |  | **29** | | Manufacture of motor vehicles, trailers and semi-trailers | | | |
|  | |  | **30** | | Manufacture of other transport equipment | | | |
|  | |  | **31** | | Manufacture of furniture | | | |
|  | |  | **32** | | Other manufacturing | | | |
|  | |  | **33** | | Repair and installation of machinery and equipment | | | |
|  | | **D** | **35** | | **Electricity, gas, steam and air conditioning supply** | | | |
|  | | **E** | **36 - 39** | | **Water supply; sewerage; waste management and remediation activities** | | | |
|  | | **F** | **41 - 43** | | **Construction** | | | |
|  | | **G** | **45 - 47** | | **Wholesale and retail trade; Repair of motor vehicles and motorcycles** | | | |
|  | | **H** | **49 - 53** | | **Transportation and storage** | | | |
|  | | **I** | **55 - 56** | | **Accommodation and food service activities** | | | |
|  | | **J** | **58 - 63** | | **Information and communication** | | | |
|  | | **K** | **64 - 66** | | **Financial and insurance activities** | | | |
|  | | **L** | **68** | | **Real estate activities** | | | |
|  | | **M** | **69 - 75** | | **Professional, scientific and technical activities** | | | |
|  | | **N** | **77 - 82** | | **Administration and support service activities** | | | |
|  | | **O** | **84** | | **Public administration and defence; compulsory social security** | | | |
|  | | **P** | **85** | | **Education** | | | |
|  | | **Q** | **86 - 88** | | **Human health and social work activities** | | | |
|  | | **R** | **90 - 93** | | **Arts, entertainment and recreation** | | | |
|  | | **S** | **94 - 96** | | **Other service activities** | | | |
|  | | **T** | **97 - 98** | | **Activities of households as employers; undifferentiated goods- and services- producing activities of households for own use** | | | |
|  | | **U** | **99** | | **Activities of extraterritorial organisations and bodies** | | | |
| **9.6** Products/ services and their percentage of company’s annual output | | | | Name products which the company produces or/ and services it provides | | | | | Percentage | |
| 1. | | | | |  | |
| 2. | | | | |  | |
| 3. | | | | |  | |
| 4. | | | | |  | |
|  | | | | |  | |
| **9.7** Annual turnover (approximately, in Euro) | | | |  | | | | | | |
| **9.8.** Share in company’s export (in %) | | | |  | | | | | | |
| **9.9** Number of employees | | | |  | | | | | | |
| **10. Present business contacts with German partners** | | | | | | | | | | | |
| Name of the company | Branches | | | | | Products | | Nature of cooperation | | Partners since (year) | |
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| **11. Business contacts with other forein partner** | | | | | | | | | | | |
| Country | Nature of cooperation | | | | | | | | | | |
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**III. PROGRAMME PARTICIPATION DATA**

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| **12. Goals and objectives for the Programme** | | | | | | | | | | | | | |
| **12.1** Describe your company's intentions for economic cooperation with Germany | | | | | |  | | | | | | | |
| **12.2** Specify branch, products / services of German companies, which are interesting for your company | | | | | |  | | | | | | | |
| **12.3** Do you already know particular German companies, your company would like to establish contacts with / develop the economic cooperation with? | | | | | | Yes  No  If yes, please specify data: | | | | | | | |
| Nature of planned cooperation | | Name of the company | | | | Address | | | Telephone/ Fax/ e-mail  (city code + number) | | | Name/ position of the contact person | |
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| **12.4.** Would you like to buy products, equipment, technology, services in Germany? (Please attach a technical specification.) | | | | | | Yes  No  If yes, please specify what you would like to purchase:    If you already know German companies - producers/ suppliers, please specify data: | | | | | | | |
| Type of products, equipment, technology, services | | | Company Name | | | | Address | | | Tel./Fax/  e-mail  (city code + number) | | | Name/ position of the contact person |
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| **12.5.** Would you like to sell products, equipment, technology, services to German companies? (Please attach a technical specification.) | | | | | | Yes  No  If yes, please specify what you would like to sell:    If you already know German companies – potential clients, please specify data: | | | | | | | |
| Type of products, equipment, technology, services | | | Company Name | | | | Address | | | Tel./Fax/  e-mail  (city code + number) | | | Name/ position of the contact person |
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| **12.6** Specify your potential role in the cooperation between your company and a German company. | | | | | |  | | | | | | | |
| **12.7** Have you got a decision authority from the administration of your company  12.7.1 for searching business partners?  12.7.2 for conducting negotiations?  12.7.3 for signing contracts? | | | | | | Yes  No  Yes  No  Yes  No | | | | | | | |
| **12.8** Specify in details what kind of managerial skills you plan to obtain for establishing/ developing economic cooperation with Germany | | | | | |  | | | | | | | |
| **13. Information About the Companies you would like to visit in Germany** | | | | | | | | | | | | | |
| **13.1** Do you already have an agreement with a particular German company regarding your internship? | | | | | Yes  No  If Yes, please specify data: | | | | | | | | |
| Company Name | Address | | | | | | | Telephone/Fax/  e-mail  (city code + number) | | | Name/ position of the contact person | | |
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| **14.Additional information** | | | | | | | | | | | | | |
| **14.1** Name the main challenges your company is facing at the moment | | | |  | | | | | | | | | |

Please attach following documents:

* an original application form with signature and stamp,
* an organisational chart of your company,
* a booklet about your company or a short presentation in PowerPoint,
* to 12.4 technical specification of the products, equipment, technologies, services for buying,
* to 12.5 technical specification of the products, equipment, technologies, services for selling,
* to 13.1 an invitation from a German company (if available).

Candidate's signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

CEO's signature/ stamp\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date