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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 |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
| **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) |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

**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 ventureOther, please specify       |
| **9.3** Is the company part of a holding? | [ ] Yes[ ] No |
| **9.4** Economic sector | [ ] Production[ ] Trade[ ] ServicesOther, 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) |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
| **11. Business contacts with other forein partner**  |
| Country | Nature of cooperation |
|       |       |
|       |       |
|       |       |

**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[ ] NoIf 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  |
|       |       |       |      /     /      |       /       |
|       |       |       |      /     /      |       /       |
|       |       |       |      /     /      |       /       |
| **12.4.** Would you like to buy products, equipment, technology, services in Germany? (Please attach a technical specification.) | [ ] Yes[ ] NoIf 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 |
|       |       |       |      /     /      |       /       |
|       |       |       |      /     /      |       /       |
|       |       |       |      /     /      |       /       |
| **12.5.** Would you like to sell products, equipment, technology, services to German companies? (Please attach a technical specification.) | [ ] Yes[ ] NoIf 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 |
|       |       |       |      /     /      |       /       |
|       |       |       |      /     /      |       /       |
|       |       |       |      /     /      |       /      |
| **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[ ] NoIf Yes, please specify data: |
| Company Name | Address | Telephone/Fax/e-mail(city code + number) | Name/ position of the contact person |
|       |       |      /      /       |       /       |
|       |       |      /      /       |       /       |
|       |       |      /      /       |       /       |
| **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