



COURSE APPLICATION FORM ENTREPRENEURSHIP TRAINING

Dear Applicant,

We would like to thank you for your interest in participating in the Entrepreneurship Training Workshop, which is based on the acclaimed EMPRETEC approach to improve entrepreneurial competencies.

In order to assess your personal competencies and your individual learning needs as well as the potential impacts of the training on you and your business, we would like to invite you to this pre-training assessment. Your individual entrepreneurial competencies will then be assessed through a personal interview with you, for which we will contact you upon receipt of the filled-in application.

Four and eight months after your participation in the training, we will contact you again for a follow-up with you to see to what extent the training was useful to you and to also discuss any potential support needs you may have. Your participation in these follow-ups is very important and we would like to urge you to take this opportunity to receive feedback and to share your experiences with us over the long run. This will also allow us to better meet your needs and to adapt our training and services accordingly. Only if we know how you do over time, will we be able to provide the support and services you really need.

This application form consists of two parts to assess your personal as well as your business background. It will only take about 20 minutes of your time. We know that your time is scarce, but it will be a good investment for the future.

A Note on Confidentiality:

We will ask you to share information about yourself and your business, which you might consider as sensitive and we acknowledge your potential hesitation to provide this information. We would therefore like to assure you that all information provided will be kept strictly confidentially and will not be shared with any third party or other business. The information will only be used for assessment purposes and in anonymous format (names and other possible identifications will be kept separately). We would therefore like to ask you to provide as much and accurate information for the questions as possible.

Should you have any concerns or questions about the safety of your information or any other issue relating to your application, please do not hesitate to contact one of our team members to discuss the issues and possible solutions.

Thank you very much for your interest and time!

PART I: Applicant's Background

1) Contact Information				
Q1	Please insert today's date			
Q2	Applicant's First and Surname			
Q3	Sex	Please tick	Male	Female
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q4	Home Address			
	Please enter your address here (Street/ location, House No. Town)			
	Home Telephone			
	Mobile Phone			
Email				
Q5	Business Address			
	Please enter your physical business address here (Street/ location, House No., Town)			
	Business Telephone			
	Business Fax			
Website of business (if available)				

2) Personal Background						
Q6	Please indicate your age					
Q7	Family Status	Please tick	Never married	Married	Divorced	Widowed
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3) Educational Background						
Q8	Duration of your education					
	How many years of primary education did you do?					
	How many years of secondary education did you do?					
	How many years of tertiary education did you do?					
Q9	Level of your education					
	Please indicate all educational levels from which you received a degree (multiple options possible)	Please tick	Primary education	Secondary Education	Tertiary Education	Other (Specify)
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please indicate the tertiary (university or polytechnic) degree you have received, if any (Please indicate the title and study area)						
Q10	Business content of your education					
	Please indicate whether any business-education or business-related content was part of your general education (e.g. accounting, business studies, marketing, finance, etc.)	Please tick	Yes	No	If Yes, please give details below	
<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			

Q11	Apprenticeship/ Vocational Training				
	Did you do an apprenticeship/ Vocational Training Degree?	<i>Please tick</i>	Yes	No	
		✓			
	If Yes, please indicate the type of training	<i>Please tick</i>	Apprentice	VET Degree	Other (<i>Specify</i>)
		✓			
Please indicate in which trade/ subject you did the apprenticeship or Vocational Training					

4) Your Exposure to Business

Q12	Parents' Business					
	Did your father or mother own his/her own business?	<i>Please tick</i>	Yes	No		
		✓				
	If yes, did you ever help in their business?	<i>Please tick</i>	Yes	No		
		✓				
Q13	Relatives' Business					
	Did any of your relatives besides your father or mother own a business?	<i>Please tick</i>	Yes	No		
		✓				
	If yes, did you ever help in their business?	<i>Please tick</i>	Yes	No		
		✓				
Q14	Were you the first child born in your family?	<i>Please tick</i>	Yes	No		
		✓				
Q15	Have you travelled outside your country?					
		<i>Please tick</i>	Yes	No		
		✓				
	If yes, list the three countries where you have travelled most frequently, how many times you have travelled to each and the purpose of your travel					
	<i>Name of Country</i>	<i>No. of times travelled to this country</i>	<i>Please tick</i>	<i>Purpose</i>		
		✓	Business	Tourism		
		✓				
		✓				
		✓				
Q16	Have you subscribed or access to an (international) business journal?		<i>Please tick</i>	Yes	No	<i>If Yes, please name it:</i>
			✓			

5) Your Work and Business Experience

Q17	Please list your past work experience below, with your most recent job first							
	Name of employer	Please tick the type of employer ✓			Years worked here	Title of your position	Did you supervise staff? ✓	
		Private	Public	Other			Yes	No
Q18	Are you presently in business for yourself?		<i>Please tick</i>	Yes	No			
			✓					
	How many businesses do you own in total? <i>(Please indicate the number of businesses you own)</i>							
Please provide details on your major current business		<i>Please tick one</i>	I own and run the business	I only own the business	I only run the business	I am employed in the business		
		✓						



	Please provide details on the ownership structure of your major current business	<i>Please tick</i> <input checked="" type="checkbox"/>	I am the only owner	I jointly own the business	<i>Please indicate the number of owners</i>	
Q19	What kind of business do you currently have? (<i>Please describe your major business</i>)					
Q20	If you are currently not in business, have you ever started a business in the past?	<i>Please tick</i> <input checked="" type="checkbox"/>	Yes	No	<i>If Yes, please indicate the year</i>	
	What kind of business did you have in the past?					
	What happened to this business?					

6) Your Future Business Plans

Q21	Please indicate your future business plans	<i>Please tick</i> <input checked="" type="checkbox"/>	I plan to start a new business	I plan to expand my existing business	I have no plans yet	Other, please specify
	Please describe your plans in more detail					
Q22	If you intend to start-up or expand your business, how much capital do you think you would need in total? (<i>Please indicate the currency and the amount</i>)				Currency	
Q23	Estimate the amount from each of the following sources that you can put into starting/expanding your business:	Your own money	Loans or gifts from family or friends	Bank loan	Other, please specify:	

7) Your Motivation

Q24	What was/ is your major motivation for starting a business?	<i>Please tick only one</i> <input checked="" type="checkbox"/>	I always wanted my own business	Otherwise I would be unemployed	To make money additional to my salary	Other (specify):	
Q25	Which <u>one</u> of the following ingredients needed to succeed in business do you think is the most important?	<i>Please tick only one</i> <input checked="" type="checkbox"/>	Money	Education	Friends	Motivation	Other (specify)
Q26	Do you agree or disagree with the following statement? <i>"It is more important for a job to offer opportunity than security."</i>	<i>Please tick</i> <input checked="" type="checkbox"/>	Agree	Disagree			
Q27	Use your imagination and try to think of as many uses as possible for sawdust or products that could be made of sawdust						
	1.	4.					
	2.	5.					
	3.	6.					
Q28	Do you agree or disagree with the following statement? <i>"There are enough opportunities for people like me to start their own business in this country."</i>	<i>Please tick</i> <input checked="" type="checkbox"/>	Agree	Disagree			
Q29	Imagine that your brother or sister has sent you a gift of US\$1,000 to spend as you like. What would you do with it?						
	First Use.						
	Second Use						
	Third Use						
Q30	How would you describe your desire to start a new business or expand your existing business?	<i>Please tick only one</i> <input checked="" type="checkbox"/>	Don't know	Average	Somewhat strong	Very strong	

Q31	At this stage, what are the chances of success for your business? <i>(Please tick one answer only ✓)</i>									
	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Please explain why this is the case below										

8) Previous Services Used

Q32	How did you hear about this programme/ training course?					
Q33	Have you ever used any other EMPRETEC services?			<i>Please tick</i>	Yes	No
				✓		
	If you have used any other EMPRETEC service, please give details and dates below					Year
	1.					
	2.					
3.						
Q34	Have you ever used any other business services (e.g. business training, accounting, IT services, financial services, etc.)?			<i>Please tick</i>	Yes	No
				✓		
	If you have used any other services, please give details below			Name of the Provider		Year
	1.					
	2.					
3.						
Q35	Please use the space below for any comments or suggestion you would like to share with us					

PART II: Business Background

Note: If you have several businesses, please provide information on your major business only. If you are a start-up with no current business, please provide information on your future business.

1) General Information							
Q36	What is the name of your major current or future business?						
Q37	Is your business registered?	<i>Please tick</i>	Yes	No			
		✓					
Q38	When was / will your business (be) established? <i>Please indicate the date below. If you plan to start a new business, please indicate when you intend to start it</i>						
	<i>Your business</i>	Month	Year				
	Your major current business						
	If start-up, please indicate when you intend to open your new business						
Q39	Size of your current/ future business(es) <i>Please indicate the total number of your <u>current</u> employees (excluding yourself) for each category. If you intend to start-up a new business, please indicate the expected number of employees one year after your intended start of the business</i>						
	<i>Your business(es)</i>	No. of full-time employees	No. of part-time employees	No. of occasional/ causal or seasonal employees			
	Your major current business						
	If start-up, please indicate the expected number of employees after one year						
Q40	Please describe the major products/ services of your major current or future business						
Q41	Please indicate the business sector	<i>Please tick</i>	Agriculture	Industrial	Services	Other, please specify	
		✓					
Q42	Please indicate all the markets your current or future business serves	<i>Please tick</i>	Local Market	Regional Market	National Market	Neighbouring countries	Export Markets
		✓					
Q43	Who are your major clients you sell to? Please indicate them	<i>Please tick</i>	Private Clients	Other businesses	Multinationals	Other, please specify	
		✓					
Q44	Please indicate the percentage share of your total sales going to export, if any						
Q45	If you export, please list the three major countries you are exporting to, starting with the most important one. Please also provide estimated shares of your overall exports going to the countries						
	Country					% Share of overall exports	
	1)						
	2)						
	3)						
Q46	Where do you source your inputs from? <i>Please indicate all sources</i>	<i>Please tick</i>	Locally	Regionally	National	Neighbouring countries	Importing
		✓					
Q47	Please name your major inputs						

Q48	If you import your inputs, please list the three major countries you are importing from, starting with the most important one. Please also provide estimated shares of your overall imports from the countries	
	Country	% Share of overall imports
	1)	
	2)	

2) Business Linkages					
Q49	Do you have regular linkages with buyers or suppliers?	<i>Please tick</i>	I have regular buyers	I have regular suppliers	
		✓			
Q50	Please indicate the nature of your business relationship	<i>Please tick</i>	We have a contract	We have an informal understanding	Other, please specify
		✓			

3) Accounting and Finance							
Q51	Please indicate the type of book-keeping you do for your business	<i>Please tick one</i>	I do no bookkeeping	I do simple bookkeeping	I do double-entry bookkeeping	I do double-entry bookkeeping which is audited	Other, please specify
		✓					
Q52	Please indicate all financial services or sources of finance you have used or have accessed for your business over the last 12 months (multiple options possible –please tick all relevant options)						
		✓		✓		✓	✓
	Bank loans		Overdraft facility		Credit guarantee		Micro-credit
	Group loan		Equity fund		I supplied goods/ services on credit		I received goods/ services on credit
	Cheque account		Savings account		Other, please specify:		

4) Your Current Business Performance							
Q53	Please indicate your turnover (sales) in the last full year (new businesses, leave blank)					Currency	
Q54	Please indicate your total costs in the last full year (inputs + wages + any other business costs) (new businesses, leave blank)					Currency	
Q55	Please indicate your turnover (sales) in the last three months (new businesses, leave blank)			Last month	Two months ago	Three months ago	
Q56	Please indicate your total costs in the last three months (inputs + wages + any other business costs) (new businesses, leave blank)			Last month	Two months ago	Three months ago	
Q57	How do you rate your current business performance? (Please choose one option on the scale below)						
	<i>Please tick</i>	My performance is very good	My performance is good	My performance is somewhat good	Neutral / Don't know	My performance is somewhat bad	My performance is bad
Q58	How do you rate your current business environment? (Please choose one option on the scale below)						
	<i>Please tick</i>	The business environment is very good	The business environment is good	The business environment is somewhat good	Neutral / Don't know	The business environment is somewhat bad	The business environment is bad
Q59	Please explain briefly the major business problems/ difficulties you are currently encountering or expect to encounter in the future						

5) Your Future Business Expectations								
Q60	How do you expect your business to perform over the next 6 months? <i>(Please choose one on the scale below)</i>							
	<i>Please tick</i>	My performance will be very good	My performance will be good	My performance will be somewhat good	Neutral / Don't know	My performance will be somewhat bad	My performance will be bad	My performance will be very bad
	✓							
Q61	Do you plan to employ more/ the same/ or less staff over the next 6 months? <i>(Please indicate one below)</i>							
	<i>Please tick</i>	I expect to employ more staff than currently		I expect to employ the same number of staff as currently		I expect to employ less staff than currently		I don't know yet
	✓							
Q62	Do you plan to invest more/ the same/ or less over the next 6 months? <i>(Please indicate one below)</i>							
	<i>Please tick</i>	I expect to increase my investments		I expect to have the same investment level		I expect to invest less		I don't know yet
	✓							
Q63	Do you expect your turnover (sales) to increase/ stay the same/ or decrease over the next 6 months? <i>(Please indicate one below)</i>							
	<i>Please tick</i>	My sales will increase		My sales will stay the same		My sales will decrease		I don't know yet
	✓							
Q64	Do you expect your profitability to increase/ stay the same/ or decrease over the next 6 months? <i>(Please indicate one below)</i>							
	<i>Please tick</i>	My profitability will increase		My profitability will stay the same		My profitability will decrease		I don't know yet
	✓							
Q65	Where do you see your business in 5 years from now? <i>(Please describe briefly your vision and/ or plans)</i>							

FOLLOW-UP				
Q66	Will you be available for a follow-up 4 and 8 months after the training?	<i>Please tick</i>	Yes	No
		✓		
Q67	Please indicate any potential problems you might have for participating in the follow-ups			

Thank you very much for your time!

Please return the completed application form to the EMPRETEC centre, which will contact you for the next steps.

