**APPLICATION FORM 1- PERSONAL INFORMATION:** Date: 20\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

|  |  |
| --- | --- |
| Name: |  |
| Surname: |  |
| ID number: |  |
| Student number: |  |
| Contact number: |  |
| E-mail address: |  |
| Current occupation: |  |
| \*Tertiary qualifications:(field of study) | 1. |
| 2. |
| \*Work experience  | 1. |
|  | 2. |
|  | 3. |
| \*Languages spoken: | (First) |  |  |
| \*Key skills: | 1. |
|  | 2. |
|  | 3. |
| **Business/idea** |
| \*Industry: | Biotechnology | Economic and Management Sciences | Engineering | Agriculture | Innovation Technology |
| Other (specify): |  |
| Type of business: |  |
| Business name: |  |
| Business registered: | Yes | No |
| In what phase is your business? | Idea generation | Start-up | Growth | Mature |
| The main aim for your business: |  |
| **Applicable to operating businesses only:** |
| Date started: |  |
| Location: |  |
| Number of employees: |  |
| Products and service offering: |  |
| **For office use only:** |
| Acceptance documents received: | Yes | No |
| Accepted: | Yes | No |
| Reason for rejection: | Authorised by Manager: |

**APPLICATION FORM 2- BUSINESS INFORMATION:**

Please answer these questions truthfully as this will give an indication as to where you are with your business. Please also understand that this isn’t a test and no answer is wrong or *bad*.

1. Have you clearly defined your target market?

|  |  |  |  |
| --- | --- | --- | --- |
| No. I do not know who will use my product/service. | I have an idea of who I want to sell to but have not investigated further. | I have looked into the demographics of my target market but do not know what to do with this information. | YES! I am sorted with regards to target market and the analysis thereof. |

1. Do you have a growth plan in place?

|  |  |  |  |
| --- | --- | --- | --- |
| No, I literally just have a business idea. | I can think of one or two growth potentials right now, does that count? | I have a few potential growth plans although nothing concrete. | YES! I know exactly where I want to be in 5 years. |

1. Please indicate which “level” you are with regards to understanding the following concepts:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | What? I have no clue what this is. | I *kinda* know what this is and why it is important... | I completely understand this but have never/barely used it in practise.  | Know it, done it, owned it! |
| Business model canvas |  |  |  |  |
| Feasibility study |  |  |  |  |
| Business Plan |  |  |  |  |
| Competitor Analysis |  |  |  |  |
| Positioning Map |  |  |  |  |
| Financial Ratios |  |  |  |  |
| Break-Even Calculation |  |  |  |  |

**Done!**

**Please contact me for an appointment for the screening process to start: upbi@up.ac.za**