RUSSIAN BUSINESS MANAGEMENT TRAINING PROGRAMME

### CANDIDATE PROFILE

(Please fill in the form on computer in English)

ONLY IN WORD, PLEASE, NO PDF

PHOTO

3x4

1. Full name

Family First Middle

1. Male/Female
2. Date of Birth

Date Month Year

1. Home Address
2. Home and/or Contact Telephone (including Area Code)
3. Mobile phone
4. Office Telephone
5. e-mail
6. Skype (if you have it)
7. Company Name
8. Length of Employment with this Company, since
9. Total Length of Employment as a Manager
10. Position
11. Please describe your professional responsibilities and duties, and your position in the organisational scheme
12. Number of stuff you are directly responsible for
13. Foreign Language Capability

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Basic, Good, Fluent - please underline)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Basic, Good, Fluent - please underline)

1. Education: (please start with your most recent degree/professional qualifications)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of University or College, Address | Department | Year of Admission | Year of Graduation | Degree |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

19. Other Training Programs, including Training in a Foreign Country:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Institution | Name of Program | Year | Length of Program | Certificate (Y/N) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

20. Have you participated in any other international programs? If yes, please specify.

21. Work experience: (please start with your most recent job)

|  |  |  |  |
| --- | --- | --- | --- |
| Month, Year Start | Month, Year End | Company, Position | Address of Company |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

22. Training Objectives:

Specify internship objectives (be as specific as possible):

23. Describe the projects/actions you plan to implement after training.

24. Profile of the foreign company your enterprise is interested in establishing contacts with

25. If your enterprise has established business links with a foreign partner which is ready to host the candidate please indicate:

1. company name
2. address
3. phone/fax
4. e-mail
5. contact person/position

Candidate's Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Russian Company Profile**

Please fill in the form on computer in English

1. Candidate's Name

2. Full Name of the Company

3. Address

4. Contact Telephone (country code + city code + number)

5. www address

6.E-mail

7. Name of CEO

8. Telephone/fax of CEO

9. Description of the Company

8.1. Form of Ownership (please circle)

1. state company
2. private company
3. joint stock company
4. company with limited liabilities
5. holding
6. joint venture

8.2. Year of Foundation

8.3. Company Profile (please circle)

Manufacturing

 Mining

 Energy

 Construction

 Machine-building

 Computers

 Food Processing

 Other (please indicate)

Services

 Trade/Commerce

 Finance

 Leasing

 Tourism

 Transportation

 Telecommunications

 Media

 Other (please indicate)

8.4. Profile of your Department/Division

8.5. Annual Turnover (approximately, in US dollars)

8.6. Number of Employees

 In your company

 In your department/division

8.7. Other Information (If there is any foreign investment in your company, indicate the percentage).

9. International Contacts

9.1. Long Term Foreign Partners (company full name, country, address, phone, fax, e-mail, contact person and his position, the exact nature of relationship between the companies)

If your enterprise has a company brochure please attach

CEO Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_