

Appendix

1–Entrepreneur Application Form

1.1 New Entrepreneurs

Registration steps: Welcome > Your profile > Motivation > Languages > Business sector > Geographical preferences > Duration and period of the exchange > Selection of IO and submission

Welcome to the registration form to participate in Erasmus for Young Entrepreneurs as an entrepreneur!

The information you will provide in this multi-page form will be transmitted to your chosen Intermediary Organisation (IO). To view a list of the IOs officially appointed for the programme, please click here).

Your chosen IO will normally contact you within 2 weeks after you have completed and confirmed your submission.

Once your application has been processed and accepted by your IO, the information you provided will be entered into the on-line catalog of approved candidates. The catalog is only accessible to all IOs, the accepted Host Entrepreneurs (HEs) and the accepted New Entrepreneurs (NEs), except where indicated otherwise.

*** Do you want to register as a NEW or a HOST entrepreneur?**

New entrepreneur
 Host entrepreneur

Someone who is firmly planning to set up his or her own business or has already started a business within the last three years is considered a new entrepreneur. Experienced entrepreneur should own or manage an SME in the EU. For more information, click here.

Next
Save draft

* = mandatory fields

The collected personal data (e.g. name, address, phone/fax numbers, e-mail) is intended for the express purpose of organising the Erasmus for Young Entrepreneurs exchange. This information may be disseminated electronically or on paper and conferred to other participants in the interest of facilitating communication among them, as well as for the promotion of future events on this subject or on similar subjects. This registration procedure is subject to data privacy rules and is executed in compliance with Regulation (EC) 45/2001 on the data protection of personal data and the processing thereof. A privacy policy statement specifies how your data will be used. If you want to exert your right to access, modify, rectify or delete your personal data please contact us. Complaints, in case of conflict, can be addressed to the European Data Protection Supervisor (<http://www.edps.europa.eu>).

NE application form, page 1/8 - Welcome

Registration steps: Welcome > **Your profile** > Motivation > Languages > Business sector > Geographical preferences > Duration and period of the exchange > Selection of IO and submission

*** Profile information**

Title: Please select

Last name: _____

First name: _____

Company name: _____

Address (300 character(s) left): _____

Zip code(postal code): _____

City: _____

Country: Please select

Phone: _____

Fax (if any): _____

Email: _____

Website (if any): _____

Skype ID (if any): _____

Please fill-in your personal information.

*** Have you already started your own business ?**

Yes
 No

Please state if you have already started a business.

Previous Next
Save draft

* = mandatory fields

NE application form, page 2/8 - Your Profile

Registration steps:	Welcome	Your profile	Motivation	Languages	Business sector	Geographical preferences	Duration and period of the exchange	Selection of IO and submission
* Please indicate why you wish to participate in the Erasmus for Young Entrepreneurs programme and state your expectations:								
2000 character(s) left			Please be as concise and concrete as possible, as your motivation is a very important criterion for selection.					
* How should your stay abroad help you to start your business?:								
2000 character(s) left			Please be as concise and concrete as possible, as your motivation is a very important criterion for selection.					
* Have you worked or studied abroad before? How do you plan to prepare yourself for your stay with the Host Entrepreneur?:								
2000 character(s) left			Please fill-in some comments.					
* Which added value can you provide to your envisaged Host Entrepreneur? Why should the Host Entrepreneur choose you?:								
2000 character(s) left			Please be as concise and concrete as possible, as your potential Host Entrepreneur is very interested in your answer.					
* Please upload your CV (Preferred format: PDF). The Europass CV format format is preferable, but not compulsory:								
No file select... Choose File			Please upload your CV file (.PDF, .DOC). Maximum file size of 200KB.					
* Please give a short overview of your plans to start a business:								
2000 character(s) left			<p>The Information should include:</p> <p>(a) Product or service idea (b) Envisaged customer target group (c) Activities planned for the first 12 months after the start-up.</p> <p>Please formulate the summary in a way that does not disclose confidential information.</p>					
* Please upload your business plan (Preferred format: PDF):								
No file select... Choose File			This information will only be available to your chosen IO, not to other entrepreneurs. The IO is fully responsible for the confidential treatment of the business plan. If the content needs special protection, you may consider to sign a non-disclosure agreement (NDA) with the IO. Maximum file size of 200KB.					
Other supporting document:								
No file select... Choose File			If you want to provide some other useful document. Maximum file size of 200KB.					
Description of the document:								
2000 character(s) left			Write a description of the attached document.					
* Experience in running a business (number of YEARS):								
			Professional work experience as entrepreneur (years, number only). NOT THE WORKING EXPERIENCE AS AN EMPLOYEE.					
* Previous working experience (number of MONTHS):								
			This is for any professional work experience other than as entrepreneur (number only).					
			<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Save draft"/>					

* = mandatory fields

NE application form, page 3/8 - Motivation

Registration steps: Welcome > Your profile > Motivation > **Languages** > Business sector > Geographical preferences > Duration and period of the exchange > Selection of IO and submission

*** Please specify your mother tongue:**

Please select Please select your mother tongue.

Please specify other languages in which you are comfortable working:

<input type="checkbox"/> Bulgarian	<input type="checkbox"/> German	<input type="checkbox"/> Portuguese
<input type="checkbox"/> Czech	<input type="checkbox"/> Greek	<input type="checkbox"/> Romanian
<input type="checkbox"/> Danish	<input type="checkbox"/> Hungarian	<input type="checkbox"/> Slovak
<input type="checkbox"/> Dutch	<input type="checkbox"/> Italian	<input type="checkbox"/> Slovenian
<input type="checkbox"/> English	<input type="checkbox"/> Latvian	<input type="checkbox"/> Spanish
<input type="checkbox"/> Estonian	<input type="checkbox"/> Lithuanian	<input type="checkbox"/> Swedish
<input type="checkbox"/> Finnish	<input type="checkbox"/> Maltese	
<input type="checkbox"/> French	<input type="checkbox"/> Polish	

A working language is a foreign language that you have no difficulty to understand, speak and write.

Previous Next Save draft

* = mandatory fields

NE application form, page 4/8 - Languages

Registration steps: Welcome > Your profile > Motivation > Languages > **Business sector** > Geographical preferences > Duration and period of the exchange > Selection of IO and submission

*** Please specify the main business sector of your future or current business activity:**

Please select This is the primary business sector of your future or recently started company.

Please specify other business sectors of interest:

- Advertising, promotion, printing, media and related products and services
- Agricultural, forestry, horticultural, aquacultural and apicultural products and services
- Architectural, construction, engineering and inspection services
- Automotive industry
- Chemical products
- Clothing, footwear, leather and textile, luggage articles and accessories
- Community, social and personal services
- Construction sector and real estate
- Crafts, art materials and accessories
- Distribution and Retail sector
- Education and training services
- Electrical machinery, apparatus, equipment and consumables; lighting
- Energy, fuel, electricity and other sources of energy
- Financial and insurance services
- Food, beverages, tobacco and related products
- Furniture, domestic appliances and cleaning products
- Health, beauty and social services
- Hotel, restaurant, tourism, travel services and wellness
- IT, office and communication equipment, services and supplies
- Industrial machinery production, installation, repair and maintenance
- Legal, fiscal and other consultancy services
- Medical equipments, pharmaceuticals and personal care products
- Mining, machinery for mining, basic metals and related products
- Music, theater, events and related cultural and entertainment services
- Organic/Bio/Eco products and services
- Research and development equipment and services
- Security, fire-fighting, police and defence equipment
- Social economy/responsible entrepreneurship/CSR
- Transport and Logistics services
- Water distribution, Sewage, refuse, cleaning and environmental services

Chose up to 4 additional sectors which best correspond to the nature of your future or current business.

Previous Next Save draft

* = mandatory fields

NE application form, page 5/8 - Business sector

Registration steps: Welcome > Your profile > Motivation > Language > Business sector > **Geographical preferences** > Duration and period of the exchange > Selection of IO and submission

*** Please indicate your preferred target country for the exchange (this has to be different from your country of residence):**

Please select Indicate here the country you would like to go to for the stay abroad.

Please indicate other possible countries for the exchange:

<input type="checkbox"/> Austria	<input type="checkbox"/> Germany	<input type="checkbox"/> Netherlands
<input type="checkbox"/> Belgium	<input type="checkbox"/> Greece	<input type="checkbox"/> Poland
<input type="checkbox"/> Bulgaria	<input type="checkbox"/> Hungary	<input type="checkbox"/> Portugal
<input type="checkbox"/> Cyprus	<input type="checkbox"/> Ireland	<input type="checkbox"/> Romania
<input type="checkbox"/> Czech Republic	<input type="checkbox"/> Italy	<input type="checkbox"/> Slovakia
<input type="checkbox"/> Denmark	<input type="checkbox"/> Latvia	<input type="checkbox"/> Slovenia
<input type="checkbox"/> Estonia	<input type="checkbox"/> Lithuania	<input type="checkbox"/> Spain
<input type="checkbox"/> Finland	<input type="checkbox"/> Luxembourg	<input type="checkbox"/> Sweden
<input type="checkbox"/> France	<input type="checkbox"/> Malta	<input type="checkbox"/> United Kingdom

Select up to 4 further countries as secondary choice.

* = mandatory fields

NE application form, page 6/8 - Geographical preferences

Registration steps: Welcome > Your profile > Motivation > Languages > Business sector > Geographical preferences > **Duration and period of the exchange** > Selection of IO and submission

*** Please specify your preferred length of the exchange (in months):**

Please select Duration of the stay abroad: 1-6 months, with the possibility to spread the stay over a maximum of 12 months.

*** Please specify the months in which you will be available for the exchange:**




<input type="checkbox"/> November 2012
<input type="checkbox"/> December 2012
<input type="checkbox"/> January 2013
<input type="checkbox"/> February 2013
<input type="checkbox"/> March 2013
<input type="checkbox"/> April 2013
<input type="checkbox"/> May 2013
<input type="checkbox"/> June 2013
<input type="checkbox"/> July 2013
<input type="checkbox"/> August 2013
<input type="checkbox"/> September 2013
<input type="checkbox"/> October 2013
<input type="checkbox"/> November 2013
<input type="checkbox"/> December 2013


The more flexible you can be, the more chance there is to find a good match.

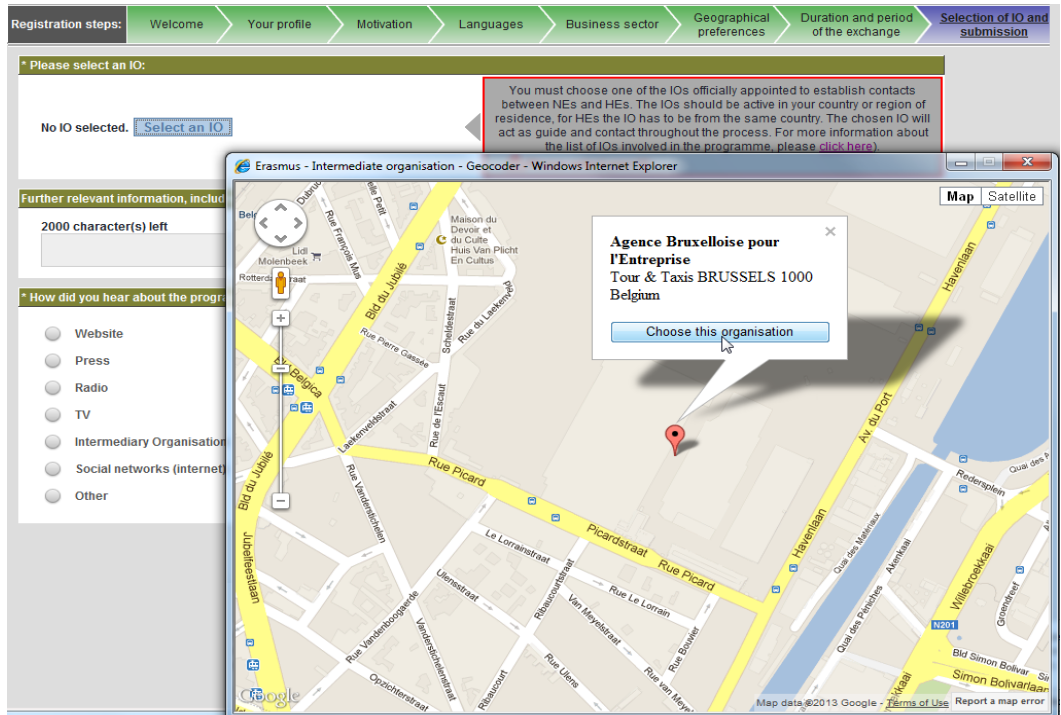
* = mandatory fields

NE application form, page 7/8 - Duration and period of the exchange

Please note that IO localization on the map is filtered dynamically to include only those IOs that will still be active during the exchange dates specified by the entrepreneur, in the selected country. IOs from other countries may show if there are no IOs available in the entrepreneur's country of residence.

The  icon will be replaced by a  if multiple IOs are located very close to each other. In this case, click  to locate those IOs with a greater zoom factor on the map.

The  indicates the entrepreneur's home address as specified on page 2 of the application form.



NE application form, page 8/8 - Selection of IO and submission (a)

1.2 Host Entrepreneurs

Registration steps: Welcome > Your profile > Motivation > Languages > Business sector > Geographical preferences > Duration and period of the exchange > Selection of IO and submission

Welcome to the registration form to participate in Erasmus for Young Entrepreneurs as an entrepreneur!

The information you will provide in this multi-page form will be transmitted to your chosen Intermediary Organisation (IO). To view a list of the IOs officially appointed for the programme, please click here).

Your chosen IO will normally contact you within 2 weeks after you have completed and confirmed your submission.

Once your application has been processed and accepted by your IO, the information you provided will be entered into the on-line catalog of approved candidates. The catalog is only accessible to all IOs, the accepted Host Entrepreneurs (HEs) and the accepted New Entrepreneurs (NEs), except where indicated otherwise.

*** Do you want to register as a NEW or a HOST entrepreneur?**

New entrepreneur
 Host entrepreneur

Someone who is firmly planning to set up his or her own business or has already started a business within the last three years is considered a new entrepreneur. Experienced entrepreneur should own or manage an SME in the EU. For more information, click here.

Next
Save draft

* = mandatory fields

The collected personal data (e.g. name, address, phone/fax numbers, e-mail) is intended for the express purpose of organising the Erasmus for Young Entrepreneurs exchange. This information may be disseminated electronically or on paper and conferred to other participants in the interest of facilitating communication among them, as well as for the promotion of future events on this subject or on similar subjects. This registration procedure is subject to data privacy rules and is executed in compliance with Regulation (EC) 45/2001 on the data protection of personal data and the processing thereof. A privacy policy statement specifies how your data will be used. If you want to exert your right to access, modify, rectify or delete your personal data please contact us. Complaints, in case of conflict, can be addressed to the European Data Protection Supervisor (<http://www.edps.europa.eu>).

HE application form, page 1/8 - Welcom

Registration steps: Welcome > **Your profile** > Motivation > Languages > Business sector > Geographical preferences > Duration and period of the exchange > Selection of IO and submission

*** Profile information**

Title: Please select

Last name:

First name:

Company name:

Address (300 character(s) left):

Zip code(postal code):

City:

Country: Please select

Phone:

Fax (if any):

Email:

Website (if any):

Skype ID (if any):

Please fill-in your personal information.

*** Number of employees in the company (if applicable):**

Please fill-in the total number of employees you currently have (type zero if none).

Previous Next
Save draft

* = mandatory fields

HE application form, page 2/8 - Your Profile

Registration steps: Welcome > Your profile > **Motivation** > Languages > Business sector > Geographical preferences > Duration and period of the exchange > Selection of IO and submission

*** Please indicate why you wish to participate in the Erasmus for Young Entrepreneurs programme and state your expectations:**

2000 character(s) left Please be as concise and concrete as possible, as your motivation is a very important criterion for selection.

*** Please upload your CV (Preferred format: PDF). A summary CV is sufficient:**

No file select... Please upload your CV file (.PDF, .DOC). Maximum file size of 200KB.

Other supporting document:

No file select... If you want to provide some other useful document. Maximum file size of 200KB.

Description of the document:

2000 character(s) left Write a description of the attached document.

*** Experience in running a business (number of YEARS):**

Professional work experience as entrepreneur (years, number only). NOT THE WORKING EXPERIENCE AS AN EMPLOYEE.

Please indicate any specific skills that the NE should have:

2000 character(s) left If you require specific skills, please add them here.

Please specify any additional important information about your offer:

2000 character(s) left Please indicate whether you are ready to offer any specific support to the NE, e.g. accommodation, travel cost contribution, salary, insurance, etc.

* = mandatory fields

HE application form, page 3/8 - Motivation

Registration steps: Welcome > Your profile > Motivation > **Languages** > Business sector > Geographical preferences > Duration and period of the exchange > Selection of IO and submission

*** Please specify your mother tongue:**

Please select Please select your mother tongue.

Please specify other languages in which you are comfortable working:

<input type="checkbox"/> Bulgarian	<input type="checkbox"/> German	<input type="checkbox"/> Portuguese
<input type="checkbox"/> Czech	<input type="checkbox"/> Greek	<input type="checkbox"/> Romanian
<input type="checkbox"/> Danish	<input type="checkbox"/> Hungarian	<input type="checkbox"/> Slovak
<input type="checkbox"/> Dutch	<input type="checkbox"/> Italian	<input type="checkbox"/> Slovenian
<input type="checkbox"/> English	<input type="checkbox"/> Latvian	<input type="checkbox"/> Spanish
<input type="checkbox"/> Estonian	<input type="checkbox"/> Lithuanian	<input type="checkbox"/> Swedish
<input type="checkbox"/> Finnish	<input type="checkbox"/> Maltese	
<input type="checkbox"/> French	<input type="checkbox"/> Polish	

A working language is a foreign language that you have no difficulty to understand, speak and write.

Specific languages required/desirable from the NE (if any):

<input type="checkbox"/> Bulgarian	<input type="checkbox"/> German	<input type="checkbox"/> Portuguese
<input type="checkbox"/> Czech	<input type="checkbox"/> Greek	<input type="checkbox"/> Romanian
<input type="checkbox"/> Danish	<input type="checkbox"/> Hungarian	<input type="checkbox"/> Slovak
<input type="checkbox"/> Dutch	<input type="checkbox"/> Italian	<input type="checkbox"/> Slovenian
<input type="checkbox"/> English	<input type="checkbox"/> Latvian	<input type="checkbox"/> Spanish
<input type="checkbox"/> Estonian	<input type="checkbox"/> Lithuanian	<input type="checkbox"/> Swedish
<input type="checkbox"/> Finnish	<input type="checkbox"/> Maltese	
<input type="checkbox"/> French	<input type="checkbox"/> Polish	

Select the languages you desire an NE to have (if any).

* = mandatory fields

HE application form, page 4/8 - Languages

Registration steps: Welcome > Your profile > Motivation > Languages > **Business sector** > Geographical preferences > Duration and period of the exchange > Selection of IO and submission

*** Please specify the main business sector of your current business activity:**

Please select This is your primary business sector that your company is involved in.

Please specify other business sectors in which you are currently involved:

- Advertising, promotion, printing, media and related products and services
- Agricultural, forestry, horticultural, aquacultural and apicultural products and services
- Architectural, construction, engineering and inspection services
- Automotive industry
- Chemical products
- Clothing, footwear, leather and textile, luggage articles and accessories
- Community, social and personal services
- Construction sector and real estate
- Crafts, art materials and accessories
- Distribution and Retail sector
- Education and training services
- Electrical machinery, apparatus, equipment and consumables; lighting
- Energy, fuel, electricity and other sources of energy
- Financial and insurance services
- Food, beverages, tobacco and related products
- Furniture, domestic appliances and cleaning products
- Health, beauty and social services
- Hotel, restaurant, tourism, travel services and wellness
- IT, office and communication equipment, services and supplies
- Industrial machinery production, installation, repair and maintenance
- Legal, fiscal and other consultancy services
- Medical equipments, pharmaceuticals and personal care products
- Mining, machinery for mining, basic metals and related products
- Music, theater, events and related cultural and entertainment services
- Organic/Bio/Eco products and services
- Research and development equipment and services
- Security, fire fighting, police and defence equipment
- Social economy/responsible entrepreneurship/CSR
- Transport and Logistics services
- Water distribution, Sewage, refuse, cleaning and environmental services

Chose up to 4 additional sectors which best correspond to the nature of your business.

Previous Next Save draft

* = mandatory fields

HE application form, page 5/8 - Business sector

Registration steps: Welcome > Your profile > Motivation > Languages > Business sector > **Geographical preferences** > Duration and period of the exchange > Selection of IO and submission

*** Please indicate your preferred source country for the exchange (this has to be different from your country of residence):**

Please select Indicate here the country from which the NE you will host should ideally come from.

Please indicate other possible countries for the exchange:

- Austria
- Belgium
- Bulgaria
- Cyprus
- Czech Republic
- Denmark
- Estonia
- Finland
- France
- Germany
- Greece
- Hungary
- Ireland
- Italy
- Latvia
- Lithuania
- Luxembourg
- Malta
- Netherlands
- Poland
- Portugal
- Romania
- Slovakia
- Slovenia
- Spain
- Sweden
- United Kingdom

Select up to 4 further countries as secondary choice.

Previous Next Save draft

* = mandatory fields

HE application form, page 6/8 - Geographical preferences

Registration steps: Welcome > Your profile > Motivation > Languages > Business sector > Geographical preferences > **Duration and period of the exchange** > Selection of IO and submission

*** Please specify your preferred length of the exchange (in months):**

Please select Duration of the stay abroad: 1-6 months, with the possibility to spread the stay over a maximum of 12 months.

*** Please specify the months in which you will be available for the exchange:**

November 2012
 December 2012
 January 2013
 February 2013
 March 2013
 April 2013
 May 2013
 June 2013
 July 2013
 August 2013
 September 2013
 October 2013
 November 2013
 December 2013




The more flexible you can be, the more chance there is to find a good match.


[Previous](#) [Next](#)
[Save draft](#)

* = mandatory fields

HE application form, page 7/8 - Duration and period of the exchange

Please note that IO localization on the map is filtered dynamically to include only those IOs that will still be active during the exchange dates specified by the entrepreneur, in the selected country. IOs from other countries may show if there are no IOs available in the entrepreneur's country of residence.

The  icon will be replaced by a  if multiple IOs are located very close to each other. In this case, click  to locate those IOs with a greater zoom factor on the map.

The  indicates the entrepreneur's home address as specified on page 2 of the application form.

Registration steps: Welcome > Your profile > Motivation > Languages > Business sector > Geographical preferences > Duration and period of the exchange > **Selection of IO and submission**

*** Please select an IO:**

No IO selected. [Select an IO](#)

You must choose one of the IOs officially appointed to establish contacts between NEs and HEs. The IOs should be active in your country or region of residence, for HEs the IO has to be from the same country. The chosen IO will act as guide and contact throughout the process. For more information about the list of IOs involved in the programme, please [click here](#).

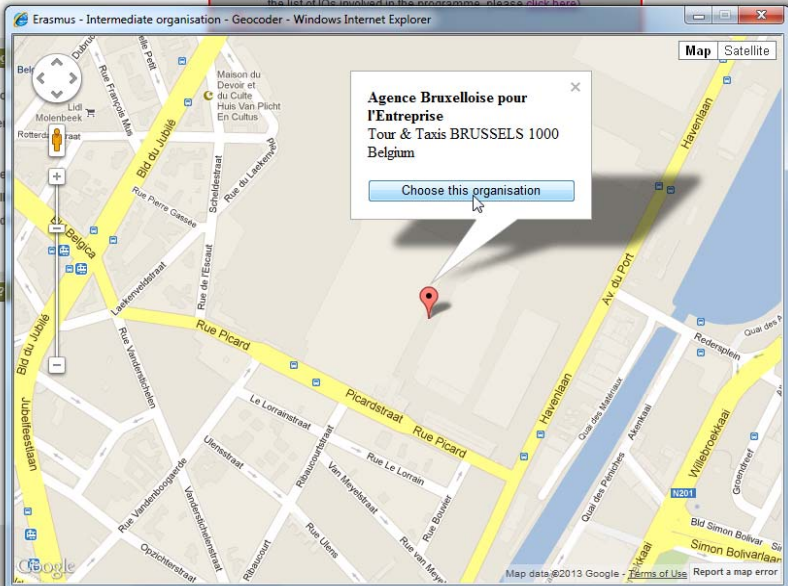
*** Visibility of your data in the online catalog:**

Option 1=All my profile information should be made through my IO
 Option 2=My profile should be made through my IO
 Option 3=My profile should not be made through my IO (once I enter into a draft relationship, all my profile information becomes available to all parties involved in the process: entrepreneur, NIO)

*** How did you hear about the programme?:**

Website
 Press
 Radio
 TV
 Intermediary Organisation
 Social networks (internet)
 Other

Erasmus - Intermediate organisation - Geocoder - Windows Internet Explorer



HE application form, page 8/8 - Selection of IO and submission



Visibility Options

HEs are required to specify how their details and credentials should appear when people consult the Catalogue and perform searches and matches in the Erasmus IT Tool. 3 options are available:

- **Option 1:** the HE's full details and credentials will be visible to all users consulting the his profile.
- **Option 2:** the HE's general information is available, but the contact details (including postal address, email, phone and fax numbers) and CV will be hidden from users consulting the HE's profile. Interested users will be required to contact the HE's IO if they want to know more about the HE. The figure below shows the standard text that will show on the HE's profile if this option is selected

IDENTIFICATION	
Name :	Ms BROOKE Ashley
Contact details :	The contact details have been discarded upon the entrepreneur's request. For more information, please contact his (her) IO.
IO :	Fundación Universidad Empresa de la Región de Murcia - Campus Universitario de Espinardo - Edificio ENAE - 30100 ES
IO contact :	Marta Lanzos
Number of employees :	40
SKYPE ID	
Skype id :	abrooke641
MOTIVATION	
Motivations to the Erasmus for Young Entrepreneurs programme :	I got my system to work in a LAN SIP phones work and the softphone (x-lite) works as well on X-lite, I got the videocalls to work PERO the text chat doesn't work for lack of support from FreePBX. This is why I want to participate because of Elastix, from what I hear provide ang text chat sa elastix. I should switch system from FreePBX to Elastix upon the recommendation ni Guru Pester
Experience in running a business (number of years) :	5
CV :	CV have been discarded upon the entrepreneur's request.

- **Option 3:** the HE's information will be hidden from users consulting the HE's profile. Interested users will be required to contact the HE's IO to know more about the HE. Once the HE is in a Draft relationship, his/her full details will become visible to all parties involved (i.e., NE/HE, NIO/HIO, NEP/HEP).