Application and training needs assessment form

**“Partnering in Business with Germany - Special Initiative Ukraine 2.0”**

Please fill in all fields and submit your application form via email to **specialinitiative-pg@giz.de**by **15th of September 2024, 23:59**. Please name the document

Field for optional photo

AF\_Special Initiative\_*Last name*\_*First name*

Applications sent after this deadline will not be considered.

The programme will take place from January to April 2025.

Remember: This application form is your “business card”!

Be as concrete and specific as possible.

1. Your Personal Profile

|  |  |  |
| --- | --- | --- |
| 1 | Full Name (passport spelling) |  |
| 2. | Date of Birth |  | Male [ ]  | Female [ ]   |
| 3. | Home Address in Germany |       |
| 4. | Mobile phone  |       |
| 5. | Personal email address |        |
| 6. | Resident in Germany since |  MM/YYYY |
| 7. | NationalityFurther Nationality? |      [ ]  No [ ]  Yes, please specify       |
| 8. | Passport expiry date | MM/YYYY |
| 9. | Are you currently registered at a Job Center? | [ ]  No [ ]  Yes, please specify name and address        |
| 10. | Have you previously participated in a GIZ-training programme? | [ ]  No [ ]  Yes, please specify       |
| 11. | The programme will take place in Berlin and Düsseldorf. For which city are you applying? | [ ]  Berlin [ ]  Düsseldorf  |

# Your Professional Profile (Curriculum Vitae)

# Professional experience

|  |
| --- |
| 12. Professional experience |
| Date (mm/yy-mm/yy) | Location | Company | Position | Description |
|       |       |       |       |       |
|       |       |       |       |       |
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|       |       |       |       |       |
| 13. | Specific international experience: (country, period, company, position, network) |       |
| 14. | Key qualifications (Please indicate your key qualifications, max. 5) |       |
| 15. | Total Length of Employment as a Manager (years and months) |       |
| 16. | Education (Degree, year, Institute, Town) |       |
|       |
|       |
| 17. | Other skills (e.g. Computer literacy etc.) |       |
| 18. | Language Skills | None | A1 | A2 | B1 | B2 | C1 | C2 |
| Basic | Elementary | Intermediate | Confident | Advanced | Proficient |
| English | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| German | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Other:       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Other:       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

# Your Home Company Profile (your last employer in Ukraine)

|  |  |  |
| --- | --- | --- |
| 19. | Full Name of Home Company |       |
| 20. | Is the company currently operating? | [ ]  Yes [ ]  No  |
| 21. | Address of Company | Before the warRegion, City       | Now (in case of relocation)      |
| 22. | Website of Company  |       |
| 23. | Company Profile, Description of the Company’s ActivitiesKindly be precise and list:- Products/ Services-Turnaround/ Employees-Foreign Partners, if available |       |
| 24. | Profile of your department/ division | [ ]  General Management[ ]  Marketing[ ]  Financial Management[ ]  Manufacturing & Production [ ]  IT Department  | [ ]  Human Resources[ ]  Research and Development [ ]  Sales and Distribution[ ]  Other:       |
| 25. |  Your position  |       |
| 26. | Total length of employment on this position(years and months) |       |
| 27. | Number of staff you are directly responsible for |       |
| 28. | Your professional duties and responsibilities (list them) |       |

# Your Objectives regarding the host company: How do you intend to contribute to the German-Ukraine business cooperation

|  |  |  |
| --- | --- | --- |
| 29. | Profile of the German company where you are interested to be placed or existing relations to German companies (if available) |       |
| 30. | Departments/ functional divisions where you are interested in for the job shadowing, if possible (max 3).  |       |
| 31. | What are 3 main professional skills that you offer to a host company - taking into account the development and expansion of German-Ukraine economic relations.  |       |
| 32. | What are 3 main personal strengths to provide to a host company - taking into account the development and expansion of German-Ukraine economic relations.  |       |
| 33. | Name 3 objectives for your development during the job shadowing phase |       |

# Your Professional Development Needs

|  |  |  |
| --- | --- | --- |
| 34. | What are your overall expectations from participating in the programme? |       |
| 35. | Skills which you are interested to develop (please indicate up to 3 areas with your highest priority) | [ ]  Leadership[ ]  Intercultural management, cultural awareness and sensitivity [ ]  International networking and partnership[ ]  Business communications[ ]  Building of relationship [ ]  Public speaking and presentations | [ ]  Search for German business partners[ ]  Business negotiations and negotiating with German business partners[ ]  Business problem solving [ ]  Critical thinking[ ]  Creative thinking [ ]  Time management [ ]  Other:       |

[ ]  **I confirm that I have received and read the Data protection declaration.**

[ ]  **I received the information that the training programme will take place during 11 consecutive weeks (from January to April 2025). The trainings and job shadowing are conducted onsite. The expected time investment is 5 working days per week, 6.5 hours per day.**

**------------------------------------------**

Date / Place / Signature 