

ASSETS TOLEDO
Business Training Program
(Please Print)

BUSINESS DESIGN & MANAGEMENT – TUESDAY and THURSDAYS from 7-9 PM

PERSONAL INFORMATION

General Information:

Name: _____ Gender: M F

Home Phone: _____ Cell: _____ Work: _____

Home Address: _____

City, State, Zip: _____ County: _____

Email: _____

Social Security # XXX – XX -- _____

Birthday: _____ Age: ___ under 31 ___ 31-40 ___ 41-50 ___ over 50

Marital Status: (check one) ___ Married ___ Single ___ Divorced ___ Widowed

Do you have a disability? Yes No

Number in household (include yourself): _____

Head of Household? Yes No No. of Dependents _____

Ages of dependents _____

Ethnic Background:

- | | |
|--|--|
| <input type="checkbox"/> African American | <input type="checkbox"/> Caucasian |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Asian American |
| <input type="checkbox"/> Native American | <input type="checkbox"/> Asian & White |
| <input type="checkbox"/> Am. Indian/Alaskan Native & White | <input type="checkbox"/> Black African Am. & White |
| <input type="checkbox"/> Other | |

U.S. Citizen YES/NO LMHA Resident YES/NO BVR Participant YES/NO
NODA/IDA Participant YES/NO

Educational Background:

- Some High School (Highest grade completed): _____
- High School Diploma or GED
- Vocational/technical Certificate (What field): _____
- Some College Associate Degree Undergraduate Degree Graduate Degree

Other _____

Referred to ASSETS TOLEDO by:

- Newspaper Phone Book Flyer (location) Website Brochure
- Other Agency (name) _____ Other _____
- Other Person or ASSETS TOLEDO Graduate _____
- ASSETS TOLEDO Event _____

BUSINESS INFORMATION

1. Where are you right now in the self-employment process?
 - a) What are your business plans for the future? _____

 - b) I am still trying to decide when to start my own business.
 - c) I am in the process of starting my own business.
 - d) I have been selling my product or service. Date started: _____
 - e) I owned a business that was different than the business I currently run or would like to get into.
 - f) I am looking for funding to start/expand my business.

2. Do you have a written business plan? Yes No

3. What do you think is the most challenging issue or aspect of running your own business?

BUSINESS PROFILE

1. Business Idea or Type of Business:

2. Do you have experience in this field?

3. Product or Service Description:

4. Why will your customers buy from you? Benefits I will create for my customers:

5. Target Population (your primary customers):

Age: _____ Sex: _____ Income: _____
 Profession: _____

6. What competition do you have? (other businesses in your same field)

7. If you are about to start your own business, please make an estimate of your business start-up costs, to the best of your ability.

Source of Capital:

Owner Investment \$ _____
 Other Investors \$ _____
 Loan \$ _____
TOTAL START UP CAPITAL \$ _____

Expenses:

Building mortgage or rental \$ _____
 Building improvements \$ _____
 Equipment \$ _____
 Administration expenses \$ _____
 Opening inventory \$ _____
 Advertising/Promotion \$ _____
 Other expenses \$ _____
 Working Capital \$ _____
TOTAL START-UP EXPENSES \$ _____

Have you previously operated your own business? Yes No

Are you are **CURRENTLY** operating your own business, selling your product or service?
 YES NO

If YES please complete the following:

Business Name: _____

Business Address: _____

Business Phone: _____ Business Fax: _____

Business Email: _____ Business Website: _____

Product or service you are selling:

Business Start-up Date: _____

My business is: Retail Service Manufacturing Technology Other

Number of employees: FT _____ PT _____ Number of contractors: FT _____ PT _____

Business income: Month: _____ Year: _____

Do you run this business out of your home? Y N

a) Does your business provide:

- Most/all of your individual income
- Extra individual income

b) What was your profit or loss for the past year or since you opened?

Total Sales: \$ _____

Less Total Costs \$ _____

Equals Profit/(Loss) \$ _____

EMPLOYMENT INFORMATION

Current Employment Status:

Self Employed? FT PT Employed? FT PT
 Unemployed? Length of time: _____ Homemaker? Y N

List your **3** most recent jobs, beginning with the current or most recent job:

:

<u>Employer</u>	<u>Type of Work</u>	<u>Length of Time There</u>

INCOME INFORMATION

(All participants must provide income verification to avoid being charged full-price for the course and agree to pay all fees and tuition calculated by ASSETS Toledo.)

Signature: _____ Date: _____

PERSONAL REFERENCES (Non-Relatives Preferred)

Name _____ Relationship _____
 Address _____ Phone _____

Name _____ Relationship _____
 Address _____ Phone _____

COURSE AGREEMENT

ASSETS TOLEDO will ask you to participate in a follow-up survey/surveys for information related to your business. All of your information, provided here in this application form and later in follow-up surveys, will be kept confidential. Summarized information and statistics will be reported to the ASSETS TOLEDO Board of Directors and financial supporters. No specific information will be disclosed. By signing this form, you agree to participate in follow-up surveys administered by ASSETS TOLEDO staff. By signing this form, you authorize ASSETS TOLEDO or their representatives to use your photo, your name and story for the purpose of advertising. In addition, by signing this form, you recognize that you are responsible for your own success, or lack thereof, in your business. ASSETS TOLEDO will provide the tools and support to help you, but ultimately you will do the work and make your own decisions.

ASSETS TOLEDO COURSE FEE: Registration \$75.00 _____	
Tuition	\$ _____
Total Balance	\$ _____

ASSETS TOLEDO Requirements:

- To reserve a seat in the class the following is required:

- 1) Completed application form
- 2) \$75 non-refundable registration fee payable in cash, check or money order.

To receive a course certificate, students are required to:

- 1) Attend classes on a regular basis with no more than four (4) absences. Classes missed above the limit can be made up in the next session.
- 2) Pay the tuition fee on time (two months after the start of classes). The fee can be paid in installments throughout the first 2 months of the course.
- 3) Complete certain homework assignments.

Signatures:

Participant _____ Date: _____

Staff _____ Date: _____

NOTE: ASSETS TOLEDO is a non-profit organization supported by individuals, corporations and government grants. Some grants require verification of the income level of participants served. Therefore, to qualify for a sliding scale fee, ASSETS TOLEDO requires documentation (1040 tax form, current pay stub, unemployment check). Otherwise the regular \$330.00 fee will be assessed.

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