

Professional Sales Training Program Application & Self Analysis

PLEASE READ ALL INSTRUCTIONS BELOW BEFORE COMPLETING THIS APPLICATION.

Print and completely fill out all sections of the following application unless specific questions are thoroughly answered in an attached resume. When you are leaving a question unanswered for this reason, please check the box that says "See attached resume."

As "Sales" is such a wide and varied occupation, the information provided will be used to assess applications as well as to match candidates with employers for workplace training and possible subsequent employment. An applicant's lack of sales experience will not make them ineligible for the training. On the contrary, it may mean that they will benefit the most from it.

As space is limited in this program, not all applicants will be accepted. We will, however, attempt to notify all applicants of their status as soon as possible.

The Professional Sales Training Program will run from January 18 to March 12, 2010. If you have any questions or concerns, please feel free to contact us at 403 528-2824.

Please email, fax or hand deliver this application form to the address on the right upon completion. **DO NOT SEND BY REGULAR MAIL.**
The sooner we receive your application, the better your chances are for acceptance.

Community Futures Entre-Corp Business Development
#202 556 4th St SE
Medicine Hat, AB Fax 403 527-3596
Email: bizinfo@entre-corp.com

Applicant Information

First Name _____ Last Name _____ Street Address _____

City or Town & Province _____ Postal Code _____ Email Address _____

Telephone

Home _____

Cell _____

Work _____

May we call you at work if necessary?

Yes No

Education & Training

See attached resume NOTE: If you have attached a resume, please be sure to answer any questions not covered in the resume.

High School	School name _____	Number of years completed _____
	School city _____	Did you graduate? <input type="checkbox"/> Yes or <input type="checkbox"/> No
	Degree / diploma earned _____	
University or Vocational	School name _____	Number of years completed _____
	School city _____	Did you graduate? <input type="checkbox"/> Yes or <input type="checkbox"/> No
	Degree / diploma earned _____	
Other	School name _____	Number of years completed _____
	School city _____	Did you graduate? <input type="checkbox"/> Yes or <input type="checkbox"/> No
	Degree / diploma earned _____	

Other

Do you have any other training or qualifications which you feel should be brought to our attention, in the case that they make you especially suited for the Sales Profession? Y or N

If yes, please explain

Community Involvement, Volunteer Work, Hobbies and Sports

Do you participate in any of the above activities which you feel should be brought to our attention, in the case that they make you especially suited for the Sales Profession? Y or N

If yes, please explain

Employment HistorySee attached resume NOTE: If you have attached a resume, please be sure to answer any questions not covered in the resume.Are you currently employed? Y or N Are you currently on EI? Y or N

If you are currently employed, why would you like to leave this position and enter the Sales profession?

Current or Most Recent Employer	Business Type	Length of Employment (Include Dates)
----------------------------------------	---------------	--------------------------------------

Business Name	City or Town
---------------	--------------

Telephone Number	Last Wage or Salary Range (approximate)
------------------	-----------------------------------------

Reason for Leaving

Position & Duties

Next Most Recent Employer	Business Type	Length of Employment (Include Dates)
----------------------------------	---------------	--------------------------------------

Business Name	City or Town
---------------	--------------

Telephone Number	Last Wage or Salary Range (approximate)
------------------	-----------------------------------------

Reason for Leaving

Position & Duties

Next Most Recent Employer	Business Type	Length of Employment (Include Dates)
----------------------------------	---------------	--------------------------------------

Business Name	City or Town
---------------	--------------

Telephone Number	Last Wage or Salary Range (approximate)
------------------	-----------------------------------------

Reason for Leaving

Position & Duties

Next Most Recent Employer	Business Type	Length of Employment (Include Dates)
----------------------------------	---------------	--------------------------------------

Business Name	City or Town
---------------	--------------

Telephone Number	Last Wage or Salary Range (approximate)
------------------	-----------------------------------------

Reason for Leaving

Position & Duties

OtherDo you have any other work experience or skills other than those previously mentioned which you feel should be brought to our attention, in the case that they make you especially suited for the Sales Profession? Y or N

If yes, please explain

Different industries will require different working conditions for their sales representatives. Please consider the following:

Can you work on the weekends? <input type="checkbox"/> Y or <input type="checkbox"/> N	Comments:
----------------------------------------------------------------------------------------	-----------

Can you work in the evenings? <input type="checkbox"/> Y or <input type="checkbox"/> N	Comments:
----------------------------------------------------------------------------------------	-----------

Are you available to work overtime? <input type="checkbox"/> Y or <input type="checkbox"/> N	Comments:
----------------------------------------------------------------------------------------------	-----------

If subsequently hired by a company that required this, do you currently have a vehicle that you could use for work? Y or NAre you willing to travel or do you need to be at home every evening? Y or N

References

See attached resume NOTE: If you have attached a resume, please be sure to answer any questions not covered in the resume.

List below three persons who have known you for at least four years.

First Name	Last Name	Telephone - Work	Telephone – Home (Optional)	Telephone – Cell (Optional)
		Address		City, Province & Postal Code
		Occupation		Number of Years Acquainted
First Name	Last Name	Telephone - Work	Telephone – Home (Optional)	Telephone – Cell (Optional)
		Address		City, Province & Postal Code
		Occupation		Number of Years Acquainted
First Name	Last Name	Telephone - Work	Telephone – Home (Optional)	Telephone – Cell (Optional)
		Address		City, Province & Postal Code
		Occupation		Number of Years Acquainted

Self-Assessment – The items discussed in this section are traits to be considered essential when entering the sales profession. Please complete to the best of your ability.

	Mostly	Sometimes	Rarely
I am good with people and can get along with most everyone.			
I have a positive attitude toward life and continue to be optimistic even when things go poorly.			
I am motivated and consider myself to be a high achiever.			
I have the ability to understand what motivates people and how to work cooperatively with them.			
I often set goals and objectives for myself.			
I often attain the goals and objectives that I set for myself.			
I am self-assertive and not afraid to push gently when I need to.			
I am quite extroverted and like to be around people almost all the time.			
I am competitive and feel the need to perform better than others or to surpass standards of performance.			
I find it easy to be friendly with everyone, even those people that I might not necessarily choose to be around.			
I am good at controlling and not showing my emotions and can be quite disciplined.			
I enjoy putting in a sustained efforts and remain lively and enthusiastic to achieve goals.			
I am good at influencing other’s thoughts and ideas through gentle persuasion.			
I have a good sense of humor.			
I easily accept and adjust to changing circumstances/situations.			
I can cope calmly and constructively with frustration encountered in completing tasks or in conflict-laden situations.			
I am flexible enough to think and improvise on the go.			
I use tact and diplomacy, even in difficult situations.			
When I am discouraged, I can “talk” to myself and then continue on with optimism and determination.			
When I get really angry, I can take a step back to regain my calm and work logically.			
I spend more time thinking about what I can do and accomplish rather than what I cannot.			

Cold Calling is considered an integral part of selling in many industries. The efforts you put in to developing this skill will be rewarded through sales opportunities and potential income levels. Comment on whether this is an area that you are comfortable in or if you feel that you are only interested in the type of sales where the customers come in to your employer’s place of business.

What type of sales career interests you and what do you feel capable of excelling in?

Sales careers exist in every industry and at every level of the so-called "supply chain". Some examples of industries that employ retail and wholesale sales representatives include automotive, equipment, parts, software, travel, pharmaceutical, medical, tools, communications, computers, food and beverage, industrial, business services, bio-tech, chemical, business products, financial, industrial, insurance, manufacturing, media, real estate, security, electrical, electronic goods, technical, industrial, financial services, clothing, furniture, electronics, professional and commercial equipment, dental, pharmaceutical, educational, sports, and home supplies and services. The list is endless. Please list 5-10 sales occupations that might interest you or that you feel you would have an advantage in. Comment on your skills, experience, etc and indicate your product knowledge in each of these industries.

Industry/Occupation	Your Comments	Your Product Knowledge		
		Expert	Fairly Knowledgeable	Need Training

What has made you decide that sales is the profession for you?

What are your short term goals? (1-5 years)

What are your long-term goals? (5 years)

Do you have any other training or experience or skills other than those previously mentioned which you feel should be brought to our attention, in the case that they make you especially suited for a particular type of sales or industry? Y or N
If yes, please explain.

Miscellaneous

How did you hear about this program?

Would you consider your computer skills to be:
Beginner Intermediate Advanced Expert

Are you over the age of 18? Y or N | Are you a Canadian Citizen or a Canadian Resident and eligible to work in Canada? Y or N

I certify that I have not purposely withheld any information that might adversely affect my application into this program. I attest to the fact that the answers given by me are true and correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure acceptance can be grounds for rejection of application or immediate termination from the program. I understand that not all applicants will be accepted and that this is simply the first step in the application process.

I permit Community Futures EntreCorp Business Development, Alberta Employment and Immigration and prospective work placement companies and employers to, for the purposes of the Professional Sales Training Program, examine and investigate as needed my references, record of employment, education record, and any other information I have provided. I authorize the references and other contacts that I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure.

Date | Applicant's Signature