

Personal application form

Please attach here
one recent passport-
type photograph
with your name
on the back.

Programme held in Paris

Please indicate the session you are applying for:

- 5 October 2015 - 7 April 2016
- 4 January 2016 - 7 July 2016

Instructions

Please note that only complete applications will be reviewed by the Admission Committee. To be complete, the application must include:

- This personal application form
- The company application form from your sponsoring executive

Family name (in CAPITALS)..... Mr Ms Dr

First name(s)..... Preferred first name.....

Job title

Company Website.....

Address.....

City..... Postal/zip code Country

Telephone..... Mobile telephone

Fax..... E-mail.....

Number of employees..... Annual sales (in Euro or US \$).....

Main field of activity

Subsidiary of (if applicable).....

Address.....

City..... Postal/zip code Country

Telephone..... Fax.....

Personal information

Private address.....

City..... Postal/zip code Country

Telephone.....

E-mail.....

Date of birth (dd/mm/yy) Age..... Male Female Nationality

Your current responsibilities

1) Name of the business you are currently managing (as an individual or as a member of a team):

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2) Brief description of this business (add documentary materials if appropriate):

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3) Number of people managed:

Please give a description of your current role and responsibilities.....

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4) How many years of general management experience do you have? Please give details of scope:

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5) Who is your direct superior? Who does he/she in turn report to?

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6) What are some of your principal challenges?

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7) How might your AMP attendance help you better address some of these challenges?

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About yourself

What (knowledge/experience/skills) will you be able to contribute to the group?
Elaborate here on any special experiences you think may be interesting for others.

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What do you consider to be your main strengths and weaknesses?

Strengths:

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Weaknesses:

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What are your career plans for the next few years, and how will THEMIIS contribute to achieving these?

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Education: Dates attended, degrees received

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Prior management training

Have you attended previous executive programmes ? Please give institution, programme and year.

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Employment record (last 15 years). Dates and positions held.

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Admission Policy

If admitted, I agree to the following conditions:

- No absence from the programme without written permission from sponsoring executive, and approval by the THEMIIS Director
- Failure to abide by these rules may result in an invitation to leave the programme, or in a refusal of the granting of the certificate of participation in the THEMIIS course

How did you hear about the programme?

- Superior Colleague Human Resources department Mailing
 Word of mouth Internet website Advertisement (please specify publication)
- Other (please specify).....

Please give the name of the senior Human Resource executive in your company/division.

Family name (in CAPITALS)..... First name

Job title Company

Address.....

City..... Postal/zip code Country

Telephone..... Fax.....

E-mail.....

Please tick the appropriate box:

- I am self-funded: Invoice to my Personal Address (page 1)
- My company sponsors my training: Invoice to my company as mentioned below:

Invoice details

Invoice Contact Person Details:

Family name (in CAPITALS)Mr/Ms/Dr..... First name.....

Job title

Telephone..... Mobile telephone

E-mail.....

Invoice Company Details:

Company (Legal Entity)

Address.....

City..... Postal/zip code Country

VAT n° (mandatory for EU countries)

Please provide your company Purchase Order No. (*if applicable*)

Note: Fee subject to change. For programmes delivered in France, VAT (20%) to be added for companies based in France or for European companies where no VAT number is supplied.

Postal address below (If so different from above)

Family name (in CAPITALS) Mr/Ms/Dr..... First name.....

Job title

Company

Address.....

City..... Postal/zip code Country

Terms and conditions

By his/her signature below, the participant confirms that he/she has read and accepts the terms and conditions below

Participant's Signature.....Date:

THEMIIS Programme General Terms and Conditions

1. Definitions

"Admission" means the THEMIIS Admission Committee has accepted the Participant to the Programme without the need of the Participant's confirmation

"Application Form" means the contract (of which these Terms and Conditions form part) made between THEMIIS and the Client in relation to the Participant's participation on the Programme

"Cancel" means the Participant or Client withdraws or does not participate to the Programme at any stage, or leaves before the end of the Programme

"Client" means the invoiced person or legal entity named on the Participant's application form for the Programme

"Commencement Date" means the date on which the Programme is due to commence

"Contract" means the Participant and the Client agree to the present terms and conditions and Application Form

"Force Majeure" means any cause beyond THEMIIS' control such as but not limited to fires, floods, earthquakes, storms, explosion, epidemic, quarantine, sabotage, riot, civil commotions, accidents, delivery delays of sub-contractors and the like.

"THEMIIS" means THEMIIS campus or centre

"Participant" means the individual who has applied to participate in the Programme and THEMIIS has agreed to admit in the Programme with a written confirmation of admission

"Tuition fee" means the fee payable by the Client to THEMIIS in relation to the Participant's participation in the Programme

"Programme" means the THEMIIS Open Enrolment Programme which the Participant is to attend

"Third Party (ies)" mean(s) any person or entity other than THEMIIS, Affiliates, Client or Participant.

2. Delivery of the Programme

2.1 THEMIIS will use reasonable endeavour to deliver the Programme as described in the brochure and on THEMIIS' website. THEMIIS shall be entitled to adapt the Programme at all times and consequently to alter the timetable, syllabus, location, number of classes, individual(s) teaching or external service providers to the Programme and method of delivery of the Programme.

2.2 THEMIIS may cancel the Application Form by giving the Client notice in writing before the Commencement Date. If THEMIIS cancels the Application Form it shall refund the Tuition fee already paid to THEMIIS.

2.3 THEMIIS may cancel the Application Form without cause or prejudice at any time and no full refund can be made: if the Client or the Participant commits a breach of the Application Form or for reasons of Force Majeure.

3. Participant's Obligations

3.1 The Participant must be punctual, attend all appropriate lectures, sessions, workshops, practical and theoretical activities of the entire Programme as required by THEMIIS, and contact the Executive Education Department if unable to attend any class.

3.2 The Participant must at all times behave with honesty show courtesy, consideration and respect during the course of the Programme. Participants are expected to avoid any behaviour or conduct that could be interpreted as an inappropriate behaviour ("Inappropriate Behaviour") by another Participant, THEMIIS employees, and/or Third parties. Inappropriate Behaviour may include but not exclusively: unwelcome conduct whether verbal, physical or visual that denigrates or shows hostility or aversion toward an individual including but not exclusively because of his or her gender, colour, religion, national origin, age, disability or sexual orientation.

3.3 The Participant must respect the confidentiality of all confidential information that the Participant acquires during the course of participating in the Programme, and comply with all applicable laws of the territory where the Programme is delivered.

3.4 Client and Participant are responsible for getting the appropriate visa for the Participant when required.

4. Client's Obligations

4.1 Client accepts Tuition fee shall be paid before the Commencement Date and upon receipt of the invoice. Until paid in full, THEMIIS reserves the right to suspend or exclude the Participant from attending in all or any part of the Programme.

4.2 The Client may cancel or defer the Application Form by giving THEMIIS written notice of cancellation at any time to the THEMIIS Executive Education Department.

If the Client Cancels or defers the Application Form less than 45 days before the Commencement Date, the Client shall be liable to pay THEMIIS the percentage of the Tuition fee set out below:

- Cancellation 45 to 30 days before Commencement Date: 25% of the cost of Tuition fee.

- Cancellation 29 to 8 days before Commencement Date: 50% of the cost of Tuition fee.

- Cancellation 7 days or less before Commencement Date: 100% of the cost of Tuition fee.

If Client proposes another Participant to the session of a Programme, the new candidate will be subject to the standard admission process. If the replacement of the Participant is accepted by THEMIIS, no cancellation fee will apply.

Participant shall not be entitled to transfer to another session of the Programme or another module of the Programme after Commencement Date.

5. Intellectual Property

Participants and Client will observe all the legal requirements of copyright for all materials at THEMIIS.

6. Loss and damage

THEMIIS cannot accept responsibility and expressly excludes liability for any loss or damage to the Client's property or the Participant's property that occurs whilst the Participant is on the Programme. The Participant should take particular care not to leave personal belongings unattended at any time.

7. Personal Information

7.1 Personal Data: Client and Participant acknowledge and agree that personal data about the Client and the Participant ("Personal Data") may be processed by THEMIIS. The personal information collected on completing this application is confidential and secured and comply with local regulations. Client and Participant are granted statutory rights of access, modification, update and deletion of personal information of Client and Participant (photographs and/or videos of Participant) and may exercise these rights by writing or sending an email to THEMIIS at the address indicated below. Client and Participant consent to the transfer of personal information to THEMIIS. If Client and or Participant object to this transfer, Client and or Participant must contact THEMIIS at the following address: THEMIIS, 98 bis Bd de la Tour Maubourg, France. Email: gilles.rouby@themiis-institute.com

7.2 Participant and Client agree that photographs and/or videos can be taken during the course of the Programme of Participant and photographs and/or videos can be reproduced and diffused by THEMIIS. Such right shall apply whatever the media used, including but not limited to any process for the reproduction of image, in any of their present and future forms and formats, and to any audiences.

8. Governing Law and Jurisdiction

8.1 In the event of any dispute, claim, question, or disagreement arising from or relating to this agreement or the breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith

and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of thirty days (30) days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by litigation. The litigation shall be held in the country of the party against whom the litigation proceedings are initiated.

8.2 The litigation will be submitted to the Client's head office court and under the Client's registered office law if THEMIIS or Affiliate institutes the litigation proceeding. The litigation will be submitted to THEMIIS' registered office court and under THEMIIS' registered office law if Client institutes the litigation proceeding. The decision and awards of the litigation shall be final and binding.

This Application for Admission should be completed and returned to:

THEMIIS

Gilles Rouby

98 Bis Bd de la Tour Maubourg

75007 - PARIS

E-mail: gilles.rouby@themiis-institute.com

Cancellation Policy

Cancellation charges are as follows:

45 to 30 days' notice: 25% of the tuition fee

29 to 8 days' notice: 50% of the tuition fee

7 days' notice or less: 100% of the tuition fee

The personal information collected on completing this application is confidential and secured. Your personal information is intended to be used by THEMIIS, its representatives and divisions for administration purposes and to keep you posted on THEMIIS relevant news. You have the right, on compelling legitimate grounds, to object to the collection and processing of your personal information. THEMIIS is the owner of the database and controls the data processing collected by virtue of this application. The French supervisory authority ("Commission Nationale de l'Informatique et des Libertés") has been notified of this process. You are granted statutory rights of access, modification, update and deletion of your personal information ("Loi n°78-17 du 6 janvier 1978 relative à l'Informatique, aux Fichiers et aux Libertés" as amended). You may exercise these rights by writing or sending an e-mail to THEMIIS at the address indicated below. You consent to the transfer of your personal information to THEMIIS' representatives and divisions located outside the European Union, with the knowledge that THEMIIS guarantees security and confidentiality. If Client and or Participant object to this transfer, Client and or Participant must contact THEMIIS at the following address:

THEMIIS - Admissions - 98 bis Bd de la Tour Maubourg - 75007 - PARIS - FRANCE

Email: gilles.rouby@themiis-institute.com

From time to time, photographs may be taken of participants in class or in working groups. These photographs will only be used in THEMIIS material promoting the programmes. If you have any objections, please contact THEMIIS Executive Education, Boulevard de Constance, 77305 Fontainebleau Cedex, France. E-mail: gilles.rouby@themiis-institute.com

Company applications form

Please write clearly in black and take a copy for your own records.

This Company Application for Admission should be completed on both sides by a senior executive of the sponsoring organisation and returned with the PERSONAL APPLICATION FORM

IMPORTANT: THEMIIS must receive a complete COMPANY APPLICATION FORM to consider any candidate. The Sponsor should guarantee that the candidate speaks fluent English.

Name of applicant

Applicant's gross remuneration (optional)

Company

How will the AMP help his/her career?

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How many reporting levels are above the applicant, up to and including the CEO of the group?
(Please attach an organisational chart to illustrate the above)

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Please state your corporate objectives in nominating this applicant.

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Please give an explicit evaluation of his/her potential in your organisation.
What will his/her responsibilities be in two to five years' time?

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Sponsorship policy

If admitted, I agree to the following conditions:

- The candidate will be allowed to attend the AMP programme full time, with minimal interference from the company
- The candidate will be asked to make the necessary arrangements for his/her responsibilities to be assumed by a colleague during his/her attendance on the THEMIIS course

- He/she may be contacted while attending the THEMIIS course, but only for limited amounts of time, and then preferably by e-mail, fax, or during midday or evening periods, when there are no clashes with scheduled classes
- Exceptions to these rules will be discussed with the THEMIIS Director

Sponsoring executive

Family name (in CAPITALS)..... First name.....
Job title Company

Address.....
City..... Postal/zip code Country

Telephone..... Fax..... E-mail

By his/her signature below, the sponsoring executive confirms that he/she has read and accepts the terms and conditions below, that the applicant has an excellent command of English, that he/she will be completely free of company duties during the programme, and that the company guarantees to pay the tuition fee, and cancellation fee if applicable.

Sponsoring Executive's Signature: Date:

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75007 - PARIS

E-mail: gilles.rouby@themiiis-institute.com

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Themiiis Campus - Admissions & Customer Support - 98 Bis Boulevard de La Tour Maubourg 75 007 Paris - PARIS - FRANCE

Email: gilles.rouby@themiiis-institute.com

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