APPLICATION & RECOMMENDATION FORMS CURRENT ACADEMIC SESSION

PLACE
PHOTO
HERE

Joseph Business School
Application for Admission

Place a recent photo in the area provided. Enclose a £20.00 application fee, cheque should be made payable to JBS DOMINION CENTRE LONDON. All written essays and recommendation forms must be completed and returned to the Admissions Office. Optional items are used for statistical purposes; all other items must be answered.

Answer all questions thoroughly. Your application must be written solely by you without assistance. If a question is not applicable, write or type "N/A". An active valid email address is required for communication purposes with the school.

PERSONAL INFORMATION

Name: _____
(Last) (First) (Middle)

Address: _____
(Street)

_____
(City) (Post Code) (County)

Personal E-Mail Address: _____

Daytime Phone: _____ Evening Phone: _____
(Area Code) (Area Code)

U.K. Citizen: Yes ☐ No ☐ Permanent U.K. Resident Yes ☐ No ☐

Country of Birth (if not the U.K.): _____ Country(ies) of Citizenship: _____

Date of Birth: _____ Age: _____
dd/mm/yy)

Spouse's Name: _____ Number of Dependants: _____

Sex (Tick one): Male ☐ Female ☐ M arital Status: Single ☐ Married ☐

Ethnic origin (Tick one): White - British ☐ Asian or Asian British ☐ Chinese or other Ethnic background ☐ Other Mixed Background ☐ Mixed - White and Black African
If none of the above applies, please specify: _____

Name of Applicant: _____

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EDUCATIONAL INFORMATION

Please list all high schools and universities attended. Indicate full-time or part-time where appropriate.

Name	Location	Dates (Month & Year) From	Dates (Month & Year) To	Degree (if any), Month & Year Received
High School/G.E.D.				
Vocational/Technical				
Undergraduate				
Graduate				

EMPLOYMENT INFORMATION

Organization Name: _____

Organization Address: _____ Phone: _____ Ext: ____

Nature of Business: _____ Job Title: _____

Please describe your responsibilities: _____

_____

If you are not currently employed, please list reason for leaving: _____

_____

EXTRACURRICULAR / COMMUNITY / CIVIC ACTIVITIES

Activity and Office Held	Elected/Appointed	Dates of Participation	# of Members	Hours/Week

Name of Applicant: _____

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AWARDS AND RECOGNITION

Award/Recognition	Date	Basis of Selection

Are you currently an active member of a church? If yes, where? _____

IN CASE OF AN EMERGENCY (Please list two contacts)

Name	Relationship	Address	Phone
Name	Relationship	Address	Phone

ESSAYS

Please respond to each of the following essay questions separately. Essay responses should not exceed the maximum length required. Your responses to these questions must be included when the application is submitted otherwise your application will be considered incomplete and will not be submitted for review by the admissions committee. Please note that all of your responses will be held in the strictest confidence and will only be reviewed by the admissions committee.

1. What preparations have you made to become an entrepreneur? How will the Joseph Business School play a role in your entrepreneurial endeavor? (300 word limit)

2. If you are currently an entrepreneur, answer part A. If you are not currently an entrepreneur, answer part B.
   - A) How long have you been in business and what are your short-term (1-3) year goals for your business? (300 word limit)
   - B) What is your business idea, when do you plan to start your business, and what three steps have you taken to start your business?

3. List three things that are evidence of God's direction in your life. (300 word limit)

Name of Applicant:_____

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CHECKLIST

- ☐ Application submitted on or before due date
- ☐ Enclosed the completed essay responses
- ☐ Enclosed a current copy of your resume
- ☐ Enclosed a passport size photo
- ☐ Includes the application fee £20.00 (UK)
- ☐ Enclosed or forwarded two completed recommendation forms from a community leader or business leader
- ☐ Provided a valid active email account (required)*
- ☐ Fully completed and signed application form
- ☐ Mail application to: Joseph Business School
  ATTN: School Administrator
  9 The Broadway, High Road
  Wood Green London N22 6DS
  Tel: 020 8829 0080 Fax: 020 8829 0081

*Please note that all applicants will be notified via email and/or U.K. mail of your application status.

In applying for admission to the Joseph Business School, I affirm that I will abide by its purposes and standards of conduct. I further affirm that all statements and information given in this application are true and accurate.

I understand that I am subject to immediate dismissal if any question is answered dishonestly or deceptively.

Applicant's Signature:_____ Date: _____

Name of Applicant: _____

Joseph Business School
Recommendation for Admission

Note for the person providing this recommendation:
(Recommendations must be from a community and/or business leader, none of whom may be relatives).

The person who you are writing this recommendation for is applying for admission to the Joseph Business School. Your candid assessment of this applicant will assist the Admissions Committee in their evaluation. Thank you for your time and effort.

1. How long have you known the applicant and in what capacity? _____

2. What do you consider are the applicant's strengths and weaknesses? _____

3. In your opinion, do you believe the applicant has a calling to be an entrepreneur? Why or why not? _____

4. Describe your assessment of the applicant's ability to work in teams? _____

5. Please provide your best assessment of the applicant in terms of the qualities listed below. Rate the

	No Information	Below Average	Average	Good	Excellent	Outstanding
Intellectual Ability						
Imagination and Creativity						
Motivation						
Personal Maturity						
Leadership Potential						
Self-Confidence						
Ability in Oral Expression						
Attitude Towards Others						

6. Please feel free to provide any additional comments about the applicant's potential or personal qualities that you believe would be helpful in the Admissions Committee's evaluation.

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Thank you for completing this recommendation form on behalf of the applicant. We take your comments seriously and believe that you have completed this form accurately. Your comments are strictly confidential.

Signature: _____

Name (please print): _____

Business Name and Position/Title: _____

Address: _____

Phone: _____

Mail or fax response to:

Joseph Business School
ATTN: School Administrator
9 The Broadway, High Road
Wood Green London N22 6DS
Tel: 020 8829 0080 Fax: 020 8829 0081

Name of Applicant: _____

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Recommendation for Admission

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1. How long have you known the applicant and in what capacity? _____

2. What do you consider are the applicant's strengths and weaknesses? _____

3. In your opinion, do you believe the applicant has a calling to be an entrepreneur? Why or why not? _____

4. Describe your assessment of the applicant's ability to work in teams? _____

5. Please provide your best assessment of the applicant in terms of the qualities listed below. Rate the applicant in comparison to others that you know who are current or aspiring entrepreneurs in his or her

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Imagination and Creativity						
Motivation						
Personal Maturity						
Leadership Potential						
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Mail or fax response to:

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ATTN: School Administrator
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Wood Green London N22 6DS
Tel: 020 8829 0080 Fax: 020 8829 0081

APPLICATION PROCESS

A complete application including all required documents, an active valid email address, essays, and recommendation forms must be submitted for the upcoming school year along with a £20.00 application fee on or before the final acceptance date. Please note that incomplete applications will not be submitted to the admissions committee for review. In an effort to make an informed decision, you may be invited for an interview. ***Please note that all applicants will be notified via email and/or U.K. mail of your application status.**

FINANCIAL INFORMATION

The student is required to pay the application fee when the application is submitted on or before the early bird date or final date. After the application process is completed and student is accepted, a payment is due at the time of registration. The remainder of the tuition may be paid in five equal installments. The payment schedule is as follows:

Checks and all major credit cards are accepted. Payments are considered late on the tenth day past the due date. A £20.00 processing fee will be assessed for all returned checks **and** late payments.
There are a total of 37 class sessions held during the academic year.

TUITION REFUND POLICY
(based on full tuition and fee amount)
100% – Before 1st day of class
90% – After Class 1 but before Class 5
60% – After Class 5 but before Class 10
40% – After Class 10 but before Class 15
20% – After Class 15 but before Class 22
0% – After Class 22