

# → The Cambridge Business Coaching Programme

## Application form



### Introduction

We are very pleased you are applying to our Møller Institute Cambridge Business Coaching Programme. Your application information will provide our Director of Coaching Programmes with essential information that will assist in getting to know you and other members of the cohort from the outset as well as ensuring our programme learning outcomes are delivered most effectively.

We therefore kindly ask you to fill in all the required sections together, if applicable, with the Sponsoring Statement so that we can process your application. The next step of the application process will be to find a mutually convenient time for a telephone interview with our Programme Manager.

The completed application form can either be sent via email to [lousie.giles@chu.cam.ac.uk](mailto:lousie.giles@chu.cam.ac.uk) or sent by mail to:

**Louise Giles**  
**Programme Manager**  
**The Møller Institute**  
**Storey's Way**  
**Cambridge, UK**  
**CB3 0DE**

### Who is funding your place on the programme (please tick):

Myself/Individual:                      My employer:

### Personal information

Title:                      First name (s):                      Family name:

Preferred name (if different from above):

Address 1:

Address 2:

City:                      Post/Zip code:                      Country:

Home telephone number (inc. country code):

Mobile number (inc. country code):

Email address:

English language proficiency:      Native:                      Fluent:                      Other:



## Company information

Company name:

Address 1:

Address 2:

City:

Post/Zip code:

Country:

Telephone number (inc. country code):

Website:

Industry sector:

Total number of employees:

Annual sales (£):

## Your current role

Overview of your responsibilities:

Number of direct reports (if any):

Number of years of relevant management experience (if any):

## Your objectives

Please provide short information on your objectives for undertaking this coaching programme.

## Coaching experience

Please provide details of your previous coaching experience, if any?

Please provide details of your previous training or qualifications?

Is there any other information you would like to include in your application?



## Education

Highest qualification attained:

Subject:

Institution or accrediting body:

Year you gained the qualification :

Please provide the details for any relevant professional programmes you have attended:

Programme title:

Year you attended:

Institution and location:

Programme title:

Year you attended:

Institution and location:

Programme title:

Year you attended:

Institution and location:

Programme title:

Year you attended:

Institution and location:

## Payment information

If your application is successful, to whom should the invoice be sent?

Title:

First name:

Family name:

Job title:

Email address:

Is the address the same as the company address previously provided?

Yes:

No:

**If the invoicing contact is at a different address, please complete the below:**

Address 1:

Address 2:

City:

Post/Zip code:

Country:



## Terms and conditions

### Cancellation policy

Payment is due within 21 days of the invoice date. There is a 10% cancellation charge for cancellations received more than six weeks before the start of the programme. The penalties for cancellations after this time are:

4-6 weeks = 25% of the programme fee

2-4 weeks = 50% of the programme fee

Less than 2 weeks = 100% of the programme fee

If a candidate does not attend, the full fee will be retained.

**I have read the cancellation policy and agree to the terms stated.**

(Please initial here):

### Data protection

The data from this form will be used to assess your suitability to attend one of our Open Programmes. It will also be used for our own purposes and it will not be shared with external third parties for marketing purposes.

For more information please visit the Møller Institute's Privacy Policy at [www.mollerinstitute.com/privacy-policy](http://www.mollerinstitute.com/privacy-policy)

Please sign below to confirm that the information provided is true and accurate

Signature of applicant:

Date:



## The Cambridge Business Coaching Programme

### Sponsoring statement

If currently working within an organisation the Møller Institute requires that a senior executive within your organisation sponsor your application and provides a Sponsoring Statement. This part of the application form needs to be completed by your Sponsoring Executive.

Full name of applicant:

I certify that all the information and accompanying material provided in connection with this application are authentic and accurate.

Signature of sponsoring executive:

Date:

### The following questions relate to you as the Sponsoring Executive:

Title:

First name (s):

Family name:

Job title:

Company name (*if different from the applicant*):

Email address:

Telephone number:

Please describe the responsibilities of the applicant within the organisation, including reporting relationships:

Please state your corporate objectives in nominating this person to attend The Cambridge Business Coaching Programme: