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APPLICATION TO BECOME AN ASSOCIATE

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GENERAL INSTRUCTIONS

Dominic Brittain & Associates (DB&A) accepts applications by email to: enquiries@dominic-brittain-associates.com

You must use this template for your application to become an Associate, and you should read the [Associate's Agreement](#) before you complete it.

Please print this form, complete it **by hand**, scan it and return it to DB&A.

APPLICANT'S DETAILS

DETAILS OF APPLICANT		
Name:		
Job Title: (if any)		
Correspondence Address:		
Post Code:		
Contact telephone numbers Office: Mobile:		
E-mail address:		
Website address (if any):		
Associate's Business: (An Associate trading as themselves as the proprietor of a business or the Associates service company or the Associates employer)		
Is the Associate's Business: (circle appropriate answer)	i) a public limited company? ii) a limited company? iii) a sole trader or partnership? iv) other? Please specify:	Yes / No Yes / No Yes / No Yes / No
Primary business of Associate's Business: (e.g. consultancy, research, sales, marketing, executive coaching etc.)		
Company Registration number (if this applies):		
Date of Registration (if this applies):		
Registered address if different from the correspondence address above: Post Code:		

AREAS OF EXPERTISE

DB&A has a requirement for a wide range of expertise. Please **briefly and succinctly** describe your areas of professional expertise in the 10 areas below. Please include any relevant qualifications. Blanks are acceptable as DB&A would prefer that applicants concentrate on strengths rather than on areas that could be developed.

Serial	Description of expertise
1	Identifying suitable clients
2	Pitching services to clients
3	Scoping an Assignment
4	Designing workshop programmes
5	Producing facilitator's schedules
6	Debriefing personality instruments
7	Conducting qualitative survey interviews
8	Designing programme effectiveness surveys
9	Delivering workshops
10	Executive Coaching

REFERENCES

In the table below please enter the contact details of two people who can be contacted as a reference. Please ensure that the referee is prepared to speak to DB&A. We contact all referees.

	Referee 1	Referee 2
Organisation Name		
Referee's name Telephone number Email		
Relationship to applicant e.g. line manager, client etc.		
Areas of expertise that you would like us to discuss with this referee (insert serial numbers from the table above)		

CURRICULUM VITAE

Please attach a CV. This should be no more than 2 pages long.

DECLARATION

DECLARATION

I declare that to the best of my knowledge the answers submitted are correct. I understand that the information will be used in the process to assess my suitability to become an Associate of DB&A. I understand that DB&A may reject this application if there is a failure to answer all relevant questions fully or if I provide false/misleading information.

Name of Applicant:	
Date:	
Signature:	

Note: In the event of the application being unsuccessful, this form will be held by DB&A for 6 months and then destroyed.