**FoodLab Sydney Application Form**

FoodLab offers opportunities to qualified new business start-ups and existing small food businesses that can significantly benefit from technical assistance and training in food industry techniques and business operations, as well as vast networks of food industry professionals and services.

FoodLab is looking for candidates that already have a food business or that have a viable business idea. The candidates should have:

* A desire to formalise and expand their food business and a plan for how to achieve that growth.
* Experience operating a food business, formally or informally, for at least 6 months and/or relevant work experience.
* A personal support network.
* An entrepreneurial spirit, enthusiasm and persistence.
* A vision for the business.

Admittance to FoodLab is a competitive process that considers many factors in the application process. Promising candidates will be interviewed by FoodLab or an individually advisory committee of industry professionals. There is limited space in the program. As businesses move from pre-incubation to incubation and onto graduation spaces open up for new candidates.

Please fill out this form and email it to:

Email: apply@foodlabsydney.org.au

Phone: 0413 163 406

**CONFIDENTIALITY POLICY:**

**We will ask you to share some personal information so as to be able to determine the impact of the program on its participants once they are admitted. The information you share with us will remain strictly confidential (we will never identify you by name or share your personal information without your signed permission).**

I understand the confidentiality policy and hereby give permission to FoodLab staff to use my information for program evaluation and reporting purposes.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

# Applicant Information

**Contact:**

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suburb: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work or Business Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Media: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Personal Demographic Information

**Gender:** Male \_\_\_ Female \_\_\_ Transgender \_\_\_ Decline to Identify \_\_\_

**Date of Birth:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ethnicity:**

Please describe your national or ethnic backgrounds (for example: Filipino, Mexican,

etc). If you belong to more than one ethnic group, please list all ethnic groups:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Race (Check all that apply):**

\_\_\_ Asian \_\_\_ Pacific Islander \_\_\_ Black \_\_\_ Latino/Hispanic

\_\_\_ Causcasian, European American \_\_\_Aboriginal or Torres Strait Islander

\_\_\_ Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Country of Origin:**

Were you born in Australia? \_\_\_\_ Yes \_\_\_\_\_ No

If born outside Australia, please indicate country of origin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Languages Spoken:**

What language(s) do you speak at home? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How would you rate your fluency in English? Check the answer that applies.

\_\_\_ I am a fluent English speaker.

\_\_\_ I am comfortable speaking in English and I can read and write fairly well in English.

\_\_\_ I am comfortable speaking and understanding spoken English, but not reading and writing in English.

\_\_\_ I can understand spoken English, but cannot speak it myself or read and write in it.

\_\_\_ Other.

**Education:**

What is the highest grade that you completed in high school?

Did you graduate from high school? \_\_\_ Yes \_\_\_ No

Highest degree received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of School/University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disability Status:**

Do you have a disability that requires special accommodation? \_\_\_ Yes \_\_\_ No

If yes, please describe:

**Medical Status:**

Do you have any medical conditions that might affect your safety in a commercial kitchen (allergies, medications, etc.)?

If yes, please describe:

# Household Information

A household can consist of a spouse or domestic partner, children (including stepchildren and foster children), parent and siblings who live together and share income.

**Household Composition:**

How many people, including yourself, live in your household and share income?

Number of adults, 18 years or older (including yourself): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of children (below 18); \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list the birth dates for any children in your household (up to 8):

How many other dependents (for example, elderly relative and/or adult children) do you have?

Are you the head of household?

Income: In order to provide us with context and background, we would like to understand your current financial situation. Once again, this data will not be shared with anyone outside the program.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Monthly Sources of Income** |  | **You** | | | |  | **Other Adults in Your**  **Household** |
| Employment/Job | **$** |  | | | | **$** |  |
| Income drawn from business/self-employment | **$** |  | | | | **$** |  |
| Disability Payments | **$** |  | | | | **$** |  |
| Jobkeeper / Jobseeker / Centrelink payments | **$** |  | | | | **$** |  |
| Public Assistance | **$** |  | | | | **$** |  |
| Other | **$** |  | | | | **$** |  |
| **Total:** | **$** |  | | | | **$** |  |
| **Monthly Expenses** | | |  |  | **Total Household Bills** | | |
| Rent/Mortgage | | | **$** |  |  | | |
| Food | | | **$** |  |  | | |
| Credit Card Payments | | | **$** |  |  | | |
| Loan Payments | | | **$** |  |  | | |
| Car Expenses (payment, insurance, maintenance) | | | **$** |  |  | | |
| Child Related Costs (school, childcare, toys, books, child support, etc.) | | | **$** |  |  | | |
| Other (use additional sheet if necessary) | | | **$** |  |  | | |
| **Total** | | | **$** |  |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assets and Liabilities** |  | **Assets** (current value) |  | **Liabilities** (money owed) |
| Real Estate (Home and Mortgage | **$** |  | **$** |  |
| Vehicles (cars and car loans) | **$** |  | **$** |  |
| Cash (savings and checking) | **$** |  |  |  |
| Business assets and liabilities | **$** |  | **$** |  |
| Credit Cards |  |  | **$** |  |
| Student Loans |  |  | **$** |  |
| Other Liabilities |  |  | **$** |  |
| Other Assets | **$** |  |  |  |
|  | **$** |  | **$** |  |

# Culinary Experience

Do you have any professional food industry experience? \_\_\_ Yes \_\_\_ No If yes, please describe:

Do you have any culinary training? \_\_\_ Yes \_\_\_ No If yes, please describe:

If no, please briefly describe how, when, and from whom you learned to cook.

Have you ever started a food business before? If so, describe the business and why it is no longer in operation.

# Your Food Business

**Type of Business (check all that apply):**

\_\_\_ Baking \_\_\_Specialty Food Producer/ Product \_\_\_\_ Catering \_\_\_\_ Market Stall

\_\_\_ Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Product(s):**

Describe what food product(s) you wish to prepare/sell at FoodLab.

**Business History:**

Briefly describe how you began your food business (what was the idea or conversation that made you want to sell your product(s)?):

**Business Status:**

Please check the current status of your business and the corresponding start date:

\_\_\_ Pre-venture Projected Start Date \_\_\_\_\_\_\_\_\_\_\_

\_\_\_ New (1st Year) Start Date \_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Existing Start Date \_\_\_\_\_\_\_\_\_\_\_

If you checked “Pre-venture” please skip down to: Pre-Venture Information.

If you checked “New” or “Existing” please answer the following:

**Business Information:**

Number of Employees: Full Time \_\_\_\_\_\_\_\_\_ Part Time \_\_\_\_\_\_\_\_\_\_\_\_\_

Please explain your business concept and revenue model:

Where do you cook for your business now? What do you think are the main challenges facing your business now?

1)

2)

3)

What do you enjoy most about your business?

1)

2)

3)

How much have you already invested in your business? Please explain how much money and what type of items you have purchased:

Monthly average sales: $\_\_\_\_\_\_\_\_\_ Monthly overhead costs: $\_\_\_\_\_\_\_\_\_\_

Have you reached your breakeven point? \_\_\_ Yes \_\_\_ No

How do you know?

Do you have any financial statements? \_\_\_ No \_\_\_ Yes (please attach)

**Pre-venture Information:**

Why have you not yet started your food business?

Please describe your business idea:

Please explain why you think it is a good business idea:

Please explain why you want to be a business owner:

What do you think the three biggest rewards will be?

1)

2)

3)

What do you think the three biggest challenges will be?

1)

2)

3)

# Business Training

How often do you read books or magazines on business topics?

Where do you look for information about your business or business idea?

Have you taken any business training or courses?

**If yes:**

What kind of training have you completed? When and Where?

What do you think is the most useful information you learned during that training?

Are you planning to take more classes/workshops in the near future?

\_\_\_ No \_\_\_ Yes (If so, where and when): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If no:**

Why not?

Are you interested in receiving some specialised business training (i.e. Xero / MYOB)?

**Business Plan**

Do you have a written business plan (full or partial)?

**Yes:**

Please attach a copy.

**No:**

Please explain why (ie: have you been operating informally?)

**I understand that this application does not imply acceptance into the FoodLab program. I also verify that the information provided is complete and accurate to the best of my knowledge.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Print Name Signature Date

Attachments Provided:

Required:

\_\_\_ Business plan

\_\_\_ Financial Statements

\_\_\_ Resume or Employment History

\_\_\_ Letters of Recommendation (from employers, clients, and/or people familiar with your products or your business)

\_\_\_ Other (examples: menus, promotional materials, sample labels, etc.)