

New Hunter Business

265 King Street, Newcastle West 2302 Ph: 4925 7704 / 1800 815 705 Fax: 4925 7755
email: neis@businesscentre.com.au Web: www.newhunterbusiness.org

Applying for NEIS

Thank you for choosing to apply for NEIS with New Hunter Business.

New Hunter Business is a consortium of 3 local businesses, all of whom currently work with new and existing small to medium businesses to assist them with practical advice, business training, mentoring and professional referrals. It is our goal to also assist you to establish your business with the aim of achieving financial independence and long-term success.

The Application Process:

- 1) Complete this application form and
 - ▶ post to 265 King Street Newcastle 2300
 - or
 - ▶ fax to 4925 7755
- 2) Your application will be recorded, participant eligibility will be checked against Centrelink's computer and your business eligibility will be assessed.
- 3) You will be booked into a NEIS Information Session / or NEIS interview
- 4) Be accepted for NEIS training at the next or most convenient training location.

Further information on NEIS and assistance in completing your application is available from the following Centres within the Hunter Valley.

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| ▶ Newcastle & Port Stephens | Hunter Business Centre, 265 King St, Newcastle
Ph: 4925 7700 |
| ▶ Lake Macquarie | Lake Macquarie Small Business Centre, 48 Oakdale Road,
Gateshead. Ph: 4942 3133 |
| ▶ Cessnock, Maitland, Dungog
& Upper Hunter | Hunter Region BEC, Cnr Barton & Merthyr Sts, Kurri Kurri
Ph: 4936 2557 |

Please provide the following information for *each* person applying for NEIS training and assistance.

There is no need to include this front page when submitting your application.

NEIS Application Form

PERSONAL DETAILS of Applicant	
Family Name	
Given Names	
Address and Post Code	
Date of Birth	
Phone number	
Mobile phone number	
Email address	
CENTRELINK DETAILS	
Are you registered with Centrelink as seeking full-time employment	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
Job Seeker number (this must be 10 <u>numbers</u> only)	
Centrelink office registered with	
What benefit do you receive	
What is the amount of your benefit	per fortnight
Provide name and address of your Job Network Member.	
PARTICIPANT ELIGIBILITY	<i>Please provide the following information relating to Participant eligibility. Applicants must satisfy ALL eligibility requirements to be considered for NEIS.</i>
Are you 18 years of age or over?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
Are you in receipt of an allowance specified by the Department of Employment & Workplace Relations (DEWR) from time to time as NEIS eligible?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
Will you be available to participate in 6 weeks full-time training?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
Will you be available to work a minimum of 35 hours per week in your business?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
Are you an undischarged bankrupt?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
Have you previously received NEIS Allowance?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
(a) If 'Yes' was it within the last 2 years?	(a) Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
(b) If 'Yes' at (a) above – was it for the same or similar business activity as that proposed in this application?	(b) Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
BUSINESS ELIGIBILITY	<i>Please provide the following information relating to Business eligibility. Applicants must satisfy ALL eligibility requirements to be considered for NEIS.</i>
Has your proposed business ever operated on a commercial basis?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
Is your business idea independent, reputable and legal?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
Will your business involve the purchase or take-over of an existing business?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
Is your business competing directly with other businesses?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
If 'Yes'	
(a) Please explain your point of difference	(a)
(b) Can you demonstrate that demand exists for another business to commence within this industry?	(b)

PROPOSED BUSINESS DETAILS	
Brief description of your business idea	
Do you need to borrow money to start your business? If 'yes' please indicate approximate amount and proposed source of this finance	Yes [] No []
From what premises will you be operating?	
Do you have Council approval to operate from the proposed premises? If 'no' please describe what stage you're up to in obtaining this approval.	Yes [] No []
What skills and qualifications do you have to operate your proposed business?	
Do you require any Licences to operate this business? <i>If you require a Licence (eg. contractors, trade, agents, etc) this MUST be confirmed prior to acceptance for NEIS training. Please check your obligations with Office of Fair Trading on 1800 463 976.</i>	
The NEIS process takes approx 10/11 weeks, during which you cannot operate your business. What is your preferred start date for your business?	
If accepted for NEIS training, what is your preferred location? <i>Training location is not guaranteed and is subject to sufficient numbers being available</i>	[] Newcastle [] Gateshead [] Kurri Kurri
Are you Aboriginal or Torres Strait Islander If 'Yes' your application will be forwarded to the Aboriginal Enterprise Development Officer (AEDO) for assistance in training and commencement of your business.	[] Yes [] No If 'Yes' above Please forward / do not forward my application to the AEDO. <i>(Delete as appropriate)</i>
Do you have your own transport?	[] Yes [] No – I rely on public transport
During NEIS training you will need to prepare a business plan from a computer template provided. [a] Can you operate a computer? [b] If 'yes' how would you rate your skills? [c] If 'no' at [a] do you have family/friends who can assist you in the preparation of your business plan?	(a) [] Yes [] No (b) [] basic [] good [] advanced (c) [] Yes [] No
How did you hear about NEIS?	

