

Application form

An agreed **detailed plan and budget** for the reciprocal exchange shall be appended to the application form. Points of Contact from both Companies shall sign the form.

Each applicant shall also provide a one-page **summary of his or her personal goals and expectations from the exchange**.

Company 1	Company 2
Corporation Name:	Corporation Name:
Address:	Address:
Primary Business:	Primary Business:
SFTE Corporate member (Yes/No):	SFTE Corporate member (Yes/No):

Point of contact 1:	Point of contact 2:
Name:	Name:
Position/ title:	Position/ title:
Work phone:	Work phone:
E-mail address:	E-mail address:

Applicant 1:	Applicant 2:
Name:	Name:
Position/ title:	Position/ title:
Work phone:	Work phone:
E-mail address:	E-mail address:
SFTE membership number:	SFTE membership number:
Date of birth:	Date of birth:
Past employment record (dates/ position)	Past employment record (dates/ position)

- Checklist:** Application Form completed and signed
- Detailed Plan and Budget completed and appended
- Personal goals and expectations summary completed and appended

Applicant 1:	Applicant 2:
Signature:	Signature:
Point of contact 1:	Point of contact 2:
Signature:	Signature: