



CONFIDENTIAL FRANCHISE APPLICATION/ENQUIRY FORM

This application does not obligate either party. The information supplied in the application/enquiry form is confidential and is for the purpose of ensuring the prospective Franchise Owner has the capabilities to service possible future commitments. No contact will be made with any Referee without the permission of the applicant.

Personal Information

Name of Applicant: _____

Telephone / Mobile: _____

Email Address: _____

Street Address: _____

Postal Address: _____

Date of Birth: _____

Are you an Australian Resident? _____

Marital Status: _____

Number of Dependants: _____

What is the best time/day to call you to discuss your application? _____

Business Information

SELF EMPLOYED – SECTION 1

(If you are not Self Employed, go to SECTION 2)

1. Are you self employed? _____

2. How many years have you been self employed? _____

3. What occupation/industry are you self employed in? _____

4. What is your ABN Number? _____

5. What is your Trading Name? _____

EMPLOYED – SECTION 2

(If you are not employed go to SECTION 3)

6. Who is your current employer?
(NB: Your employer will not be contacted unless permission is given) _____

7. Please state the number of years you have been employed with this company: _____

8. What is your current occupation? _____

9. Previous employer (relevant to application):

10. Specify dates you were employed?

11. What was your occupation?

12. Reason for leaving?

(Please go to Section 4)

SECTION 3: UNEMPLOYED

13. Are you currently unemployed?

14. Why are you unemployed?

15. How long have you been unemployed?

SECTION 4: BUSINESS EXPERIENCE

16. Please detail any other business experience (relevant to this application):

Educational Information – Related to Skills Set

Please list institution, grade/degree attained, year attended

1. Institution attended

Grade/Degree attained

Year attended

2. Institution attended

Grade/Degree attained

Year attended

3. Institution attended

Grade/Degree attained

Year attended

Skill Set

Please list your current skills (relevant to application):

Current Typing Speed: _____

Software and level:

<u>SOFTWARE</u>	<u>SKILL LEVEL</u> (Adv/Interm/Beginner)

Years of Experience working within an Administration/Secretarial Environment _____

Please list any other skills that may be relevant to application: _____

References

1. Business Reference

Name of referee _____

Occupation _____

Address _____

Telephone _____

2. Personal Reference

Name of referee _____

Occupation _____

Address _____

Telephone _____

Franchise Information

When would you like to commence your franchise? _____

Where would you like to commence your franchise? _____

Do you have an ABN and trading name? If so, please specify _____

Who will be responsible for the daily operation of the business? i.e. Franchisee or Nominated Manager?

Has applicant been the subject of any court proceedings, past or present or have a criminal record?

If so, please provide details: _____

Please note, on acceptance, there is a \$22 (incl GST) application fee to process your application. Formal documentation will be sent to you via post. If you are granted a Franchise, the \$22 application fee will be fully refunded.

Payment Details (please circle):

Mastercard/Visa

Number: (print clearly) _____

Expiry Date: _____

CCV No. _____

(on the back of your card)

Card Holders Name: _____

Total Amount: \$ _____

Signature: _____

I declare that the information contained in this application is correct;

Signed Applicant

Date

PLEASE ATTACH COPY OF YOUR DRIVERS LICENCE OR PASSPORT