

Esso-Branded Sales Associate General Information Form

Application Checklist

The following requirements must be completed in order to process the application

- All 4 pages of the Information Form must be completed
- Credit Report must be provided
- Criminal Check must be provided
- Processing Fee must be paid

Additional documents or information may be requested in support of the application

Application Channels

You can begin the application process by using any of the following channels:



Mail your application to:
Esso Retail Opportunities
P.O. Box 86040, 1011 Upper Middle Rd.
Oakville, ON L6H 5V6



Fax your application to:
1-888-407-6610



Telephone Enquiries to:
1-888-298-6307



Online Enquiries to:
www.esso.ca

Processing Fee

Effective January 15, 2004 a \$100 (plus applicable taxes) processing fee will be assessed for all applications. By submitting your completed information form, credit report, and criminal check a non-refundable \$100 (plus applicable taxes) processing fee will be charged.

Payment is accepted by credit card only. You must complete the applicable credit card section on the information form in order for your application to be processed.

Credit Cards:



Selection Process

1. Complete the Information Form and submit along with your Credit Report and Criminal Check
2. Upon receipt of all of the requirements you will be contacted for a 10 minute telephone interview
3. Upon completion of the 10 minute telephone interview you may be contacted for a second more extensive 30-60 minute telephone interview
4. Providing you meet the selection criteria and your references are validated, you will be interviewed by a local Esso Recruitment Team
5. Candidates endorsed by the Esso Recruitment Team are placed in a 'Bank' of candidates until a suitable business opportunity becomes available that matches your financial requirements objective and location preference
6. When an opportunity becomes available, you will be contacted by an Imperial Oil Territory Manager to discuss an offer in detail

Financial Requirements

INITIAL INVESTMENT REQUIRED:

The Esso Sales Associate relationship is an independent contractor relationship between you and Imperial Oil. This business opportunity requires less of an up-front investment than franchises, since you are not 'buying into' a business.

Instead you are required to make an initial investment that covers the following:

- ① A letter of credit (protection for Imperial Oil in case of missed payments, to cover any damages to the site, or damages to Imperial Oil due to breach of contract)
- ② Purchase of inventory for the convenience store and/or the branded-food offer at the site
- ③ Training for the business operator or senior staff
- ④ Supply of a laptop computer
- ⑤ Cash flow for payroll and operating expenses

SIZE OF INVESTMENT REQUIRED:

The size of the investment required varies by site, dependent upon the size of the site, the range of offers delivered at the site, and its location.

Typically, the initial investment begins around \$50,000 and can range up to \$120,000+ for an On The Run® site

Candidate Credit Report Instructions

Credit Check

Getting your PERSONAL or COMMERCIAL Online Equifax Credit Report should take approximately 15 minutes, using a computer. You must print out a copy of your current results and include them in the package when submitting your completed application form.

Dependent upon whether you are obtaining a personal or commercial credit report, different processes apply

PERSONAL CREDIT REPORT:

- 1 Visit website: www.equifax.ca
- 2 In the centre of the web page CLICK ON **Personal Solutions - Score Power™**
- 3 In the centre of the next page order the **Score Power Credit Score™** (Price: \$21.95 CDN), by clicking on the "Order Now" Box.
- 4 If you do not currently have an Equifax Account you will need to register for a new account by clicking on the "**Register a New Account**" Box.
- 5 You will be prompted to follow 4 Easy Steps to access your Personal Equifax Report.
- 6 **Step 1:** Complete the **Order Registration** process
- 7 **Step 2:** Complete the **Identity Verification** process
- 8 **Step 3:** Complete the **Order Summary** process (wait about 1 minute for completion)
- 9 **Step 4:** Print your **Score Power™** product
- 10 Attach the report to your completed information form

COMMERCIAL CREDIT REPORT:

- 1 Visit website: www.equifax.ca
- 2 In the centre of the web page CLICK ON **Order Commercial Reports Now!**
- 3 In the body of the next page titled: **Equifax Commercial Reports are available on-line!**, you will need to click on **Enhanced Commercial Credit Report** (Price: \$49.50 CDN) Order Now
- 4 If you do not currently have an Equifax Account you will need to register for a new account by clicking on the "**Sign In**" link located in the top left area of the web page
- 5 Next you will be asked to complete the necessary information to open your **New Account** or sign in with your existing information.
- 6 You will be prompted to follow 5 Easy Steps to access your Enhanced Commercial Credit Report
- 7 **Step 1:** Complete the **Billing Information** process
- 8 **Step 2:** Complete the **Commercial Enquiry** process
- 9 **Step 3:** Complete the **Company Selection** process
- 10 **Step 4:** Complete the **Order Information** process
- 11 **Step 5:** Print your **Commercial Report** product
- 12 Attach the report to your completed information form

Candidate Criminal Records Check Instructions

Criminal Background Check

In order to be considered for a Sales Associate business opportunity at Esso-branded service stations, you will need to include your valid criminal records check with your application.

A **CERTIFIED ORIGINAL** copy of your criminal background information request, dated within the past 90 days, must accompany your application.

Procedures for obtaining your criminal records check are detailed as follows:

CRIMINAL BACKGROUND REPORT:

- 1 Visit your **LOCAL POLICE STATION** in person.
- 2 Ensure that you have **TWO PIECES OF GOVERNMENT ISSUED ID** to present to the authorities preferably a driver's licence, birth certificate, passport or citizenship paper.
- 3 Social Insurance and Health Cards are acceptable, but **ONLY IF ACCOMPANIED BY ONE PIECE OF IDENTIFICATION CONTAINING YOUR NAME AND DATE OF BIRTH.**
- 4 Records Checks are normally available for pick up **WITHIN 72 HOURS OF A COMPLETED APPLICATION.** Due to the different operational procedures of local police offices across Canada processing times may vary.
- 5 Attach the report to your completed information form

British Columbia residents may not be provided a copy of the report due to the fact that local police offices mail the report directly to the interviewing agency. In these cases you will be notified when your report arrives and completes the application requirements.

Information form for potential award of contract to operate an Esso branded service station as an Esso-branded retailer, sales associate or Lessee.

To be filled out by the principal shareholder of company. Information below should reflect your company's current status or if not yet incorporated, the potential principal shareholder's current status. If more space is needed for any item, please use a separate sheet and attach. Feel free to attach letters of reference for the company or the principal shareholder of the company and resumes of related business experience. All the information provided in this form will be treated as confidential, subject to the provisions set out below.

Please print in capitals

Date: _____

Potential Esso-branded retailer corporate name _____

Address: _____

Full name of principal shareholder or if not yet incorporated, potential principal shareholder

Last	Initials	Name known by
------	----------	---------------

Principal address: _____

Telephone Day _____ Evening _____

Are you, as principal shareholder and manager of the company, bondable? Yes No

Please indicate by checking all appropriate boxes whether you want the company to operate a service station with:

- | | |
|---|--|
| <input type="checkbox"/> Self serve only | <input type="checkbox"/> Convenience store |
| <input type="checkbox"/> Full serve only | <input type="checkbox"/> Carwash |
| <input type="checkbox"/> Full serve & self serve (split island) | <input type="checkbox"/> Service bays |

Preference for geographic locations – please indicate cities

1. _____
2. _____
3. _____
4. _____

What is your expected business opportunity (revenue including management fee?)

Previous business experience

Show nature of business, scope of work, and note any partners or affiliates you or the company worked with. Unless noted otherwise, Imperial Oil employees or consultants may contact those listed, as the "Contact Name" or if the "Contact Name" is not available, any person within the listed organization.

1. From _____ To _____ Name of company _____

Contact name _____

Address of company _____

Nature of work _____

(Responsibilities and duties) _____

2. From _____ To _____ Name of company _____

Contact name _____

Address of company _____

Nature of work _____

(Responsibilities and duties) _____

3. From _____ To _____ Name of company _____

Contact name _____

Address of company _____

Nature of work _____

(Responsibilities and duties) _____

4. From _____ To _____ Name of company _____

Contact name _____

Address of company _____

Nature of work _____

(Responsibilities and duties) _____

Business references

Names of references, including previous business contacts or past employers if you were not always self-employed.

1. _____
Name Address Telephone

2. _____
Name Address Telephone

3. _____
Name Address Telephone

Corporate banking information (Please complete in full detail) (If corporate banking not currently set up, please provide principal shareholder's bank information. Indicate below if this is a personal account.)

Bank name _____

Address _____

Account number _____

Bank telephone number _____ Bank fax number _____

If available provide a recent financial statement for the company.

If incorporated, please complete the following for your company, or if not yet incorporated please complete for the potential shareholder.

Assets	Market value	Liabilities	Market value
Cash	_____	Mortgage	_____
Investments	_____	Loans	_____
Property	_____	Other liabilities	_____
Other assets	_____	(including business line of credit, corporate cards, etc.)	

Credit references for the company (e.g. other banks, landlords or suppliers for the company and for the potential shareholder).

1.	_____	_____	_____
	Name	Address	Telephone
2.	_____	_____	_____
	Name	Address	Telephone
3.	_____	_____	_____
	Name	Address	Telephone

Why do you think the company, under supervision, would be a good Esso-branded retailer?

List any special qualifications, education or training completed by you or your staff, including any previous retail administrative, supervisory and other relevant experience. Include any degree, diploma or training you or your staff have completed and indicate what certification was obtained and what year completed.

Esso-branded retailer – Information Release and Acknowledgement

Within the context of the evaluation of the corporate entity identified in this information form as potential Esso-branded retailer, if it has been incorporated (the "Company"), and myself for the potential award of a contract to operate and Esso-branded service station as an Esso-branded retailer, I, the undersigned, in my personal capacity and as the duly authorized representative for the Company hereby:

- (a) attest that all the information mentioned in this information form and attached documents and which concerns me or the Company is complete, accurate and true;
- (b) authorize Imperial Oil, or any employee, consultant or mandatory specifically designated for this purpose by Imperial Oil: (a) to communicate with any person (physical or legal) (a "Person") mentioned in this information form or attached documents to verify the information set out in this information form and attached documents; and (b) to communicate, to any Person mentioned in this information form or attached documents, the information set out in this information form and attached documents and any and all relevant documentation contained in or attached to this information form in order to permit those persons to respond to a request for information;
- (c) consent that Imperial Oil obtain, from any Person mentioned in this information form or attached documents, information regarding qualities of my work and work standards, my knowledge and my experience of coaching with human resources, my knowledge and professional know-how (including technical and professional skills) and my qualities and knowledge in matters of planning and organization of work, my knowledge and experience regarding customer service (including my capacity to build customer loyalty), my knowledge and experience as a manger, my knowledge and experience in leadership and decision-making and communications skills, and any such experience that may have been acquired by the Company (if incorporated); and
- (d) consent that all Persons whose names appear in this information form or attached documents respond to a request for information regarding the identity, financial situation, reputation or experience of myself or the Company (if incorporated) and that, to this purpose, they use or communicate all the information, personal or otherwise, that they possess regarding myself or the Company (if incorporated); and
- (e) consent that Imperial Oil obtain, from a credit agency or from a company working in this field, credit report(s) regarding myself and the Company (if incorporated) and that, to this purpose: (i) Imperial Oil communicate with this agency or company all the information concerning the identity or financial information of myself or the Company (if incorporated) contained in this information form or attached documents and all information obtained from Persons which names are mentioned in this information form or attached documents; and (ii) agree to provide further information to Imperial Oil to allow Imperial Oil to obtain an accurate credit report including, if necessary, my social insurance number.

Signature: _____

Date: _____

Please submit your Information Form together with your Credit Report and Criminal Check in confidence to :

Esso Retail Opportunities
 P.O. Box 86040, 1011 Upper Middle Rd.
 Oakville, ON L6H 5V6

or fax: 1-888-407-6610
 or telephone: 1-888-298-6307

Referred by: _____

Credit Card Information											
<p style="font-size: small; margin: 0;">CHECK ONE BOX ONLY</p> <div style="display: flex; flex-direction: column; gap: 10px;"> <div style="display: flex; align-items: center;"> <input style="width: 20px; height: 20px; margin-right: 5px;" type="checkbox"/> </div> <div style="display: flex; align-items: center;"> <input style="width: 20px; height: 20px; margin-right: 5px;" type="checkbox"/> </div> </div>	<p>Name Appearing on Card</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			<p style="font-weight: bold; margin: 0;">FOR OFFICIAL USE ONLY</p> <p style="font-size: small; margin: 5px 0;">AUTHORIZATION NUMBER</p> <div style="border: 1px solid black; width: 100%; height: 100%;"></div>							
<p>Card Number</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>											
<p>Signature of Cardholder</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		<p>Expiry Date</p> <table style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 20px; border-bottom: 1px solid black;"></td> <td style="width: 20px; border-bottom: 1px solid black;"></td> <td style="width: 20px; border-bottom: 1px solid black;"></td> <td style="width: 20px; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center;">MONTH</td> <td style="text-align: center;">YEAR</td> <td style="text-align: center;">YEAR</td> <td style="text-align: center;">MONTH</td> </tr> </table>						MONTH	YEAR	YEAR	MONTH
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<p>AUTHORIZATION: I authorize Imperial Oil Limited to charge my credit card:</p>	<p>\$</p> <div style="border: 1px solid black; width: 60px; height: 20px; margin: 0 auto;"></div>	<p>Date</p> <table style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 20px; border-bottom: 1px solid black;"></td> <td style="width: 20px; border-bottom: 1px solid black;"></td> <td style="width: 20px; border-bottom: 1px solid black;"></td> <td style="width: 20px; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center;">YEAR</td> <td style="text-align: center;">MONTH</td> <td style="text-align: center;">DAY</td> <td style="text-align: center;">DAY</td> </tr> </table>						YEAR	MONTH	DAY	DAY
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