|  |  |
| --- | --- |
|  |  |

**PRELIMINARY SCREENING CALTEX FRANCHISE FORM**

Please complete form below fully and attach the following documents before submitting the form electronically:

* proof of your highest level of education achieved (certified copy); and
* a certified copy of your South African identity document or passport (for non-South Africans).
* Your full Curriculum Vitae

Please note: should this preliminary information meet our criteria, Astron Energy will contact you and arrange for you to complete a more comprehensive application form in the next step of the retailer selection process.

Successful applicants should preferably possess the following attributes:

* Have experience in successfully operating a business or possess the credentials supporting your interest and ability to learn;
* A constant dedication to provide personal full time on-site management.

Preference will be given in accordance with the Astron Energy’s transformation objectives.

**Name & Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mobile number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Identity Number / Passport number, if non-South African: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Please attach certified copy of identity document, if South African or passport, if non-South African)**

**Population Group:**

Black African [ ] Indian [ ] Coloured [ ] White [ ] Chinese [ ] Other [ ]

If Other, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Gender:**

Male [ ] Female [ ]

Have you ever been convicted of a criminal offence? Yes [ ] No [ ]

Do you consider the crime to be a petty crime? [Yes or No]

If Yes, please provide details and outcomes below. Nature of the offence and when it happened?

1. **Area / Service Station in which you are interested?**
2. **Describe your current role and the industry/business you are involved in**

1. **What is your highest educational qualification? Drop down options i.e. Matric, Certificate/s, diploma/s or degree/s (please attach certified copy of proof of such qualification)**
2. **What Retail Business experience do you have?**

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

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

1. **Please answer the following questions on a scale of 1-4 and where requested, please explain and provide reasons for your answer:**

 **What is your proficiency around leadership?**

**1: None / 2: Limited / 3: Competent / 4: Very Skilled**

**Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Your interpersonal and people skills?**

**1: None / 2: Limited / 3: Competent / 4: Very Skilled**

**Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Your communication skills?**

**1: None / 2: Limited / 3: Competent / 4: Very Skilled**

**Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Your self-motivation capabilities and ability to motivate and develop staff?**

**1: None / 2: Limited / 3: Competent / 4: Very Skilled**

**Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Your willingness to learn and continuous self development?**

**1: None / 2: Limited / 3: Competent / 4: Very Skilled**

**Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Your ability to adapt to change?**

**1: None / 2: Limited / 3: Competent / 4: Very Skilled**

**Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How results driven are you?**

**1: None / 2: Limited / 3: Competent / 4: Very Skilled**

**Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To what extent are you a team player?**

**1: None / 2: Limited / 3: Competent / 4: Very Skilled**

**Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Please answer the following:**

**Have you built a previous business? [yes or no option] if yes: What experience have you had in running / managing a business? Detail type of business and for how long?**

**Have you managed a business? [Yes or No option] if yes, what experience do you have in managing people?**

**Have you overcome adversity? [Yes or No option] If yes, please elaborate:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Do you have an existing service station or other business interests?**
2. **Why are you interested in a Caltex franchise?**
3. **Will you be available to manage the business on a full-time basis? [Yes or No option] If not, provide reasons why?**
4. **Why should you be chosen over other applicants to become a Caltex retailer?**
5. **What computer skills do you have?**

1. **What is your financial and business acumen (i.e. your ability to analyze and interpret financial / basic accounting information?)**

**Very Skilled [ ]; Competent [ ]; limited proficiency [ ]; no proficiency [ ]**

* 1. **Please explain and describe your working knowledge of Income and Expense Statements / Balance Sheets**
1. **Do you have unencumbered cash? [yes or no option]**

**Yes [ ] No [ ]**

If yes, please indicate range:

**[ ]** R1.00 – R250 000.00

**[ ]** R250 001.00 – R500 000.00

**[ ]** R500 001.00 – R1 000 000.00

**[ ]** R1 000 001.00 – R5 000 000.00

**[ ]** R5 000 001.00 – R10 000 000.00

13.1. Please confirm the exact amount of unencumbered cash you have available to invest before borrowing?

1. **What is the value of the other Assets / Investments that you would sell/leverage to generate cash should you be selected as a Caltex retailer?**
2. **Are you currently employed by Astron Energy?** Yes [ ] No [ ]
	1. **If your answer to 15 above was yes, please provide your job title and your department name**
	2. **If your answer was yes to 15 above, and if you are successful in your application to become a Retailer S/S operator you hereby agree that AE shall not guarantee you employment / re-employment in the event that you do not remain a Retailer within the Retail business.**

**Accept [ ] Decline [ ]**

* 1. **If your answer to 15 above was no, please advise whether you are related to an Astron Energy employee or whether you are you friends with an Astron Energy employee?** Yes [ ] No [ ]
	2. **If your answer to 15.2 above was yes, please provide the full name and job title of such Astron Energy employee**
1. **Were you previously employed by Astron Energy or Chevron South Africa or any of its Affiliates?** Yes [ ] No [ ]
	1. **If yes, which entity were you employed by, during which period, and what was your last title held at such company?**
2. **Do you have any outstanding judgments against your name or against any company/s you are a shareholder / director of? If yes, please provide details.**
3. **Are you or any company you are a shareholder / director of currently undergoing debt review / liquidation / insolvency proceedings? Have you or any company you are/were a director / shareholder of ever undergone such proceedings? If yes, please provide details.**

**PLEASE ATTACH YOUR CURRICULUM VITAE**

**PLEASE NOTE**

We will only contact you should the information supplied above meet our minimum criteria, and ALL details, especially Financial information,

is fully completed.

If we do not contact you within 30 days, please accept that your application, based on the information given, is unsuccessful.

Astron Energy (Pty) Ltd reserves the right to accept or reject any application by an applicant at any time until a formal agreement is signed between the applicant and Astron Energy (Pty) Ltd.