

# Franchise Application

## Join the Winning Team



**ExxonMobil**  
Fuels Marketing

	Application Checklist
Step 1.	Download and print franchise dealer application (cover page plus 13 page application).
Step 2.	Detach page (3) – Application Fee Tracking Form and complete. Attach \$500 application fee to form and mail to the Chicago PO Box. Address provided on the form.  <b>\$500 fee is non-refundable and dealer must successfully complete purchase of franchise within one year of application date. ExxonMobil will credit this fee toward required administrative fees.</b>
Step 3.	Review application instructions found on page (4) and sign Information Release Authorization.
Step 4.	Complete pages (4-13) of application and mail to Fairfax business address listed on page (13).
Step 5.	Review application for completeness before mailing. Checklist of required documentation is listed on page (13) of application.

## **EXXONMOBIL DEALER CORE VALUES**

- To deliver quality products our customers can trust
- To employ friendly, helpful people
- To provide speedy, reliable service
- To provide clean and attractive retail facilities
- To be a responsible, environmentally conscious neighbor

The above written core values describe the operating principles we expect our franchise dealers to demonstrate in their daily operation of an Exxon or Mobil facility.

## **Successful Candidate Profile**

Success in any business is never guaranteed. The following characteristics have proven to be an integral part of a winning formula for our successful dealers.

- Self-motivated with a strong interest in supporting a well-recognized brand.
- Financially capable of supporting start-up costs, and sustaining and expanding the business.
- A retailing background, with the ability to manage people, finances and your time.
- Integrity in every business practice.
- Understanding of, and commitment to the essentials that make our brands strong: maintaining high operating standards and providing excellent customer service in order to enhance ExxonMobil's image and promote public acceptance of our brands.

## **Required Fees:**

<b>\$500</b>	Non-refundable application fee. Dealer must successfully complete purchase of the franchise within one year of application. ExxonMobil will credit this fee toward required administrative fees
<b>\$7,500</b>	Training fee to cover costs of required dealer training. Training courses will include Dealer Field Training, Business Operations, Convenience Retailing and Nucleus Training. OTR dealers ("On the Run") will also be required to complete TSW training.
<b>\$10,000</b>	Required Administrative fee payable to ExxonMobil
<b>\$20,000</b>	Candidate will be required to provide a gasoline security deposit in an amount established by ExxonMobil Credit Department (minimum \$20,000) in the form of an acceptable financial instrument (Letter of Credit, Assigned CD, Bank Deposit, etc.).
<b><u>\$38,000</u></b>	<b>Minimum required fees</b>

**PLEASE DETACH FORM AND MAIL \$500 APPLICATION FEE TO CHICAGO ADDRESS HIGHLIGHTED BELOW. TO ENSURE PROPER CREDIT COMPLETE ALL INFORMATION ON THE FORM AND INCLUDE THE FORM WITH YOUR \$500 CHECK MADE OUT TO EXXONMOBIL. APPLICATIONS WILL NOT BE PROCESSED UNTIL WE RECEIVE CONFIRMATION THAT PAYMENT HAS BEEN RECEIVED.**

**EXXONMOBIL  
PO BOX 75024  
CHICAGO, IL 60675**

**PLEASE NOTE:**

**YOUR COMPLETED APPLICATION (pages 4-13) SHOULD BE MAILED TO OUR FAIRFAX BUSINESS OFFICE. THIS ADDRESS ALSO APPEARS ON PAGE 13 OF THE APPLICATION: (for application only)**

**ExxonMobil / Franchise Recruiting  
3225 Gallows Road - Room 6D 0412  
Fairfax, VA 22037**

INSTRUCTIONS: PLEASE APPLY ATTACHED CHECK TO THE COST CENTER AND COMPANY CODE BELOW FOR FRANCHISE DEALER APPLICATION FEES.

Candidate Name: \_\_\_\_\_  
Candidate Street Address: \_\_\_\_\_  
Candidate City, State, Zip Code: \_\_\_\_\_

Apply to:

**Company Code: 0160  
GL/GCOA : 018600000**

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**Amount: \$500.00  
Tax Code: NT  
Tax juris.code: \_\_\_\_\_ (please indicate state postal code - Ex. "TX" for Texas)  
Profit center: P27707  
Order: S29012345  
Allocation Text: APPLICATION FEE**

**Applicant Name - Check No. (Text):**

\_\_\_\_\_  
Last name, First name, check number - Corporation name

INSTRUCTIONS

Please complete the following application by truthfully providing all the information requested. All information you provide will be held in strict confidence by ExxonMobil. Completing this application does not obligate you or ExxonMobil in any way. Failure to complete the application or providing untruthful information will make the application invalid. Please read the following statements and sign below acknowledging your understanding and agreement.

- I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for hereon will be sufficient cause for cancellation of any contract or agreement entered into with ExxonMobil.
- I understand I will need to verify US citizenship or permanent residency. **I will submit with this application** a legible copy of one of the following: US Passport, Birth Certificate, Certificate of Naturalization, Re-Entry Permit, or Green Card (front and back sides).
- I understand I will need to send a **non-refundable \$500 application** fee to ExxonMobil (instructions on page 3).
- I understand that I will be required to verify all unencumbered liquid funds in accounts bearing my name. **I will submit with this application** copies of the last three months of bank statements for all the liquid assets (cash and/or securities) I have listed on my application. Funds must be in the United States at the time of application.
- I agree to supply statements from my professional advisors (e.g. banker, broker, accountant or attorney) verifying the assets listed in the application, as well as proof of incorporation if applicable.
- **If I have already negotiated a contract with an existing dealer, I will include a legible copy of that contract with this application.**
- I further understand that there is a training requirement that must be successfully completed. Actual training will take three to five weeks to complete and that the cost of this training will be my responsibility.
- Also, I understand information provided by ExxonMobil as to potential future gross profits, regular operating expenses, and net profits are only opinions and estimated based on experience and/or actual sales/expense data. ExxonMobil does not represent that I will or will not make a profit based on any projections provided by ExxonMobil. The profit I make, if any, will result solely from my efforts, management, skills, and market conditions.

**NOTE: ExxonMobil may request an investigative consumer report that includes information as to your character, general reputation, personal characteristics, and mode of living. You have the right to request a complete and accurate disclosure of the nature and scope of the investigation. The request must be in writing and must be made within a reasonable time from today. ExxonMobil will provide you with a written disclosure no later than five days after receiving your request or five days after requesting the investigative consumer report, whichever is the later.**

\_\_\_\_\_  
APPLICANT NAME (Please print clearly)

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Do you have a store preference?

Do you have a geographic preference? Please indicate below

Convenience \_\_\_\_\_

\_\_\_\_\_

Bay \_\_\_\_\_

\_\_\_\_\_

Gas Only \_\_\_\_\_

\_\_\_\_\_

Other (explain) \_\_\_\_\_

\_\_\_\_\_

Are you applying for a specific store? Yes [ ] No [ ]

If yes, Store Number \_\_\_\_\_

Address \_\_\_\_\_

Current Dealer \_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ S.S.# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Home Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Own: \_\_\_\_\_ Rent: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Business Telephone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Business Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Previous Residential Addresses (Past 5 Years): \_\_\_\_\_

\_\_\_\_\_

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ (If under 18 years)

U.S. Citizen? \_\_\_ Yes \_\_\_ No Residency Status? \_\_\_ Permanent Visa \_\_\_ Student Visa \_\_\_ Other \_\_\_

If Other, Explain: \_\_\_\_\_

Have you ever had an application for a bond rejected? \_\_\_\_\_ No \_\_\_\_\_ Yes

Are you now obligated as an endorser or guarantor for a loan to others? \_\_\_\_\_ No \_\_\_\_\_ Yes

Has a judgment ever been entered against you, your company, or your employer where you were one of the litigants? \_\_\_\_\_ No \_\_\_\_\_ Yes

Are you involved in pending litigation? \_\_\_\_\_ No \_\_\_\_\_ Yes

Have you been convicted under any criminal law (excluding minor traffic violations)? \_\_\_\_\_ No \_\_\_\_\_ Yes

Have you ever been imprisoned as a result of a criminal conviction? \_\_\_\_\_ No \_\_\_\_\_ Yes

If yes to any of the above please explain: \_\_\_\_\_

**EDUCATION**

	School and Location	From	To	Graduated ___ No ___ Yes	Course of Study
High School	_____	_____	_____	___ No ___ Yes	_____
Technical School	_____	_____	_____	___ No ___ Yes	_____
College	_____	_____	_____	___ No ___ Yes	_____
Post-Graduate	_____	_____	_____	___ No ___ Yes	_____

Describe any additional training in sales, management, or retailing you have had: \_\_\_\_\_

\_\_\_\_\_

**PERSONAL REFERENCES**

Please provide personal references other than employers or relatives:

Full Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_ Occupation \_\_\_\_\_ Relationship \_\_\_\_\_

Full Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_ Occupation \_\_\_\_\_ Relationship \_\_\_\_\_

**CREDIT REFERENCES**

Please provide information about the banks and finance companies you currently deal with:

Name \_\_\_\_\_ Address \_\_\_\_\_ Account # \_\_\_\_\_ Type of Account \_\_\_\_\_ Credit Limit \_\_\_\_\_

\_\_\_\_\_

Present Employment:

From	To	Position	Company	Type of Business
_____	_____	_____	_____	_____
Address and Phone #		Name of Supervisor		Reason Left
_____		_____		_____
Responsibilities: _____				
Latest Salary: _____				

Previous Employment:

From	To	Position	Company	Type of Business
_____	_____	_____	_____	_____
Address and Phone #		Name of Supervisor		Reason Left
_____		_____		_____
Responsibilities: _____				
Latest Salary: _____				

Please describe any additional retail experience not listed above: \_\_\_\_\_

Have you ever been self employed?  Yes  No If so, explain: \_\_\_\_\_

Have you ever been suspended or discharged from a previous job?  No  Yes

Have you ever filed bankruptcy or taken unemployment?  No  Yes

Have you ever failed in a personal business venture?  No  Yes

If yes to any of the above please explain: \_\_\_\_\_

**GENERAL INFORMATION**

How did you find out about Exxon/Mobil dealership opportunities? \_\_\_\_\_

Are you willing to relocate if a site in another area becomes available? If so, to which general areas of the country would you be prepared to relocate? \_\_\_\_\_

Will you devote your full time to this business? \_\_\_\_\_

Do you own any other businesses? How much of your time do you devote to this business? \_\_\_\_\_

Are you or your employer providing products, goods, or services to Exxon or Mobil? If yes, please provide details. \_\_\_\_\_

Have you ever worked for Exxon or Mobil before? If so, where and when? \_\_\_\_\_

Have you ever applied for an Exxon or Mobil dealership? If so, where and when? \_\_\_\_\_

List any hobbies, community activities, special interests, or other information you deem pertinent. \_\_\_\_\_

NAME:	DATE:
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**ASSETS**

1 REAL ESTATE MARKET VALUE _____	PROPERTY AND MORTGAGE INFORMATION MUST BE DETAILED BELOW.	\$ _____	
2 REAL ESTATE MARKET VALUE _____		_____	
3 REAL ESTATE MARKET VALUE _____		_____	
CASH ON HAND.....			
CASH IN SAVINGS/CHECKING ACCOUNTS.....			
CURRENT MARKET VALUE OF STOCKS AND BONDS.....			
CASH VALUE OF INSURANCE POLICIES.....			
AUTOMOBILES (ESTIMATED VALUE)	YEAR	MAKE	MODEL
	YEAR	MAKE	MODEL

**OTHER ASSETS**

<b>TOTAL ASSETS</b>	<b>\$</b>

**LIABILITIES**

1	PROPERTY ADDRESS	MONTHLY PAYMENT \$	\$
	MORTGAGOR'S NAME AND ADDRESS	PURCHASE PRICE	
	ACCOUNT #	\$	
2	PROPERTY ADDRESS	MONTHLY PAYMENT \$	\$
	MORTGAGOR'S NAME AND ADDRESS	PURCHASE PRICE	
	ACCOUNT #	\$	
3	PROPERTY ADDRESS	MONTHLY PAYMENT \$	\$
	MORTGAGOR'S NAME AND ADDRESS	PURCHASE PRICE	
	ACCOUNT #	\$	

**OTHER LIABILITIES**

<b>TOTAL LIABILITIES</b>	<b>\$</b>
<b>NET WORTH - TOTAL ASSETS LESS TOTAL LIABILITIES</b>	<b>\$</b>

"I hereby certify that the statements made above are true and correct and I authorize you to verify all figures and/or statements."			
WITNESS	DATE	SIGNATURE	DATE

NAME:	DATE:
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**MONTHLY LIVING EXPENSES**

MORTGAGE OR RENT	\$
REAL ESTATE TAXES - IF NOT INCLUDED IN MORTGAGE PAYMENT	
NOTE - AUTOMOBILE	
NOTE - OTHER	
CREDIT CARD - ACCOUNT NAME: #	
CREDIT CARD - ACCOUNT NAME #	
AUTOMOBILE EXPENSES	
MEDICAL EXPENSES	
FOOD	
CLOTHING	
UTILITIES	
ENTERTAINMENT	
SAVINGS	
CONTRIBUTIONS	
TAXES - FEDERAL INCOME & SOCIAL SECURITY	
MISCELLANEOUS	
<b>TOTAL MONTHLY LIVING EXPENSES (A)</b>	\$

**MONTHLY INCOME**

OTHER		( )
INCOME		( )
(EXPLAIN)		( )
<b>TOTAL MONTHLY INCOME (B)</b>		\$

**PROFIT DEMAND**

SUBTRACT MONTHLY INCOME (B) FROM MONTHLY LIVING EXPENSES (A). DO NOT INCLUDE EXPECTED INCOME FROM STATION. IF (A) IS GREATER THAN (B) ENTER THIS TOTAL IN THE STORE FINANCIAL MODEL - WITHDRAWALS FIELD	
REMARKS	

"I hereby certify that the statements made above are true and correct and I authorize you to verify all figures and/or statements."

WITNESS	DATE	SIGNATURE	DATE
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**NAME:** \_\_\_\_\_

Listed below are some important tasks performed by dealers. Read each of the tasks. If you have had experience or training in performing a related task, check the box marked “yes.” If you have not, then check the box marked “no.” For the task(s) marked “yes,” please describe your experience and training. This form will be used to evaluate your training and experience on several important job tasks. The form will be discussed as part of your initial interview. All your responses are subject to review and verification.

**TASK**

1. Managing financial aspects of a business (includes accounting, expense control, financial planning and monitoring inventory shrinkage). Example tasks are: studying profit and loss statements, preparing cash or operating budgets, making financial commitments, setting margins and sales goals.

**Have you had previous experience or training with this task? Yes [ ] No [ ]**

**EXPERIENCE**

**TRAINING**

Employer: \_\_\_\_\_ Title: \_\_\_\_\_

Formal course work and location: \_\_\_\_\_

Employment Dates: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_

Describe your experience with this task: \_\_\_\_\_

Training programs attended and location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

On-the-Job Training: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME: \_\_\_\_\_

**TASK**

2. Human resource or personnel function of a business (includes recruiting, evaluating job applicants, making hiring decisions, and evaluating job performance). Example tasks are: developing sources of good employee candidates, reviewing and evaluating applications, selecting employees, describing work activities, understanding laws related to employee hiring, and disciplining or correcting employee performance problems including termination.

Have you had previous experience or training with this task?    Yes [ ]    No [ ]

**EXPERIENCE**

**TRAINING**

Employer: \_\_\_\_\_ Title: \_\_\_\_\_

Formal course work and location:

Employment Dates: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_

Describe your experience with this task: \_\_\_\_\_

Training programs attended and location:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

On-the-Job Training: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TASK**

3. Leadership and supervision of employees (includes tasks and responsibilities relating to planning, organizing, and controlling the work of your employees with face-to-face contact on a daily basis). Example tasks are: assigning workers to specific duties, planning employee work, assisting employees with personal/specific problems, discussing customer complaints, scheduling and approving work and vacations, and developing and implementing motivational programs.

Have you had previous experience or training with this task?    Yes [ ]    No [ ]

**EXPERIENCE**

**TRAINING**

Employer: \_\_\_\_\_ Title: \_\_\_\_\_

Formal course work and location:

Employment Dates: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_

Describe your experience with this task: \_\_\_\_\_

Training programs attended and location:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

On-the-Job Training: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME: \_\_\_\_\_

**TASK**

4. Business performance (includes tasks and activities relating to establishing business goals, and evaluation of progress toward goals). Example tasks are: establishing sales and profit goals, setting standards, work specifications and service levels, developing merchandising skills, selecting and negotiating with suppliers, and developing and implementing sales promotions.

Have you had previous experience or training with this task?    Yes [ ]    No [ ]

**EXPERIENCE**

**TRAINING**

Employer: \_\_\_\_\_ Title: \_\_\_\_\_

Formal course work and location: \_\_\_\_\_

Employment Dates: \_\_\_\_\_ to \_\_\_\_\_

Describe your experience with this task: \_\_\_\_\_

Training programs attended and location: \_\_\_\_\_

\_\_\_\_\_

On-the-Job Training: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TASK**

5. Managing facilities to maintain a safe, secure, and clean environment (includes tasks and activities relating to interacting with and maintaining relations with suppliers for maintenance and repair of the facilities). Example tasks are: monitoring the cleanliness and attractiveness of station premises, performing maintenance and repair on equipment and monitoring physical security and safety of both employees and customers, studying, reviewing and ensuring adherence to state and federal regulations and statutes regarding gasoline storage, gasoline disposal, and complying with health codes for handling food and convenience products.

Have you had previous experience or training with this task?    Yes [ ]    No [ ]

**EXPERIENCE**

**TRAINING**

Employer: \_\_\_\_\_ Title: \_\_\_\_\_

Formal course work and location: \_\_\_\_\_

Employment Dates: \_\_\_\_\_ to \_\_\_\_\_

Describe your experience with this task: \_\_\_\_\_

Training programs attended and location: \_\_\_\_\_

\_\_\_\_\_

On-the-Job Training: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME: \_\_\_\_\_

**TASK**

6. Customer and community relations (includes activities relating to improving the reputation of the business). Example tasks are: directing, coordinating, and performing customer service activities such as participation in charitable events, sponsorship or participation in local community events, and conducting customer surveys to determine services/products needs or changes.

Have you had previous experience or training with this task?    Yes [ ]    No [ ]

**EXPERIENCE**

**TRAINING**

Employer: \_\_\_\_\_ Title: \_\_\_\_\_

Formal course work and location:

Employment Dates: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_

Describe your experience with this task: \_\_\_\_\_

Training programs attended and location:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

On-the-Job Training: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TASK**

7. Training and self improvement (includes tasks and activities relating to expanding knowledge and skill base through education). Example tasks are: attending seminars relating to merchandising and promoting services and products, inventory controls, financial management, supervision, regulatory compliance, and safety/security procedures.

Have you had previous experience or training with this task?    Yes [ ]    No [ ]

**EXPERIENCE**

**TRAINING**

Employer: \_\_\_\_\_ Title: \_\_\_\_\_

Formal course work and location:

Employment Dates: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_

Describe your experience with this task: \_\_\_\_\_

Training programs attended and location:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

On-the-Job Training: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Required Documents	✓
Information Release Authorization -- signed and dated	
US Citizenship or permanent residency verification	
Personal Information -- 2 pages	
Confidential Financial Information	
Monthly Income and Expense Recap	
Training and Experience Form	
Statements verifying assets listed in application	
Proof of Incorporation (If applicable)	

**Please confirm all items indicated above have been completed and are included with your application package. Please mail completed application package to:**

**ExxonMobil / Franchise Recruiting  
 3225 Gallows Road - Room 6D0412  
 Fairfax, VA 22037**