

Reference no:

A great business opportunity?
You probably pass it every day

National Oil Corporation of Kenya Retailer Application Form



National Oil remains the overarching customer-facing brand and the name on National Oil Corporation of Kenya's fuels and lubricants.

National Oil Corporation of Kenya is a Government owned entity that distributes and markets fuels and lubricants throughout the Country.

National Oil Corporation of Kenya is committed to delivering excellent customer service and our Retailers play a vital role. To help you achieve this we will provide you with full training and support and will encourage you to look for every opportunity to use your skills and talents. This is your opportunity to tell us as much as possible about yourself. It will help us to make a fair decision to select the people who can naturally give excellent customer service.

Please read the form thoroughly, then complete it carefully and in your own handwriting. Please ensure that you complete **ALL** sections.

As a Retailer you are a self employed, independent contractor.

If this application form is for a partnership or limited Corporation, please decide who will be the contact person –that person should complete this form.

National Oil Corporation of Kenya is an equal opportunities organization and welcomes applications from all sections of the community.

PERSONAL DETAILS

Title: _____ Surname: _____

Forename(s): _____

Home address, including postcode:

IT IS VITAL WE HAVE A CONTACT NUMBER

Home telephone number:

Mobile number:

Business telephone number:

Email address:

Can we contact you at work? **Yes/No**

If you have lived for less than five years at your current residence, please provide your previous address (es) for this period giving dates:

Date of birth: _____

Do you hold a current driving license? **Yes/No**

Are you prepared to relocate? **Yes/No**

If yes please list geographical areas you would consider moving to for purposes of running a National Oil service station (in order of preference):

Preference

1: _____

Preference

2: _____

Preference

3: _____

Are you prepared to work a 6 or 7 day week if necessary? **Yes/No**

Are you prepared to make a commitment to customer service if appointed? – **Yes/No**

Are you prepared to commit to the maintenance of strict health, safety and security environmental standards, if appointed? – **Yes/No**

Are you prepared to run the business within strict operating systems and controls? – **Yes/No**

Please specify any dates when you would not be available for interview:

How much notice would you require prior to commencing training with us?

Have you ever been employed in the oil industry? **Yes/No** Where?

Have you ever been employed by this Corporation? **Yes/No**

Have you ever been refused a position by this Corporation? **Yes/No**

If yes, please provide details:

PLEASE ANSWER THE FOLLOWING QUESTIONS

This section allows you to give us real life examples. Please tell us how you dealt with each of the following situations below.

What did you do, how did you do it and what happened? You can use examples from your work, school, family life or your hobbies.

YOU MUST COMPLETE EACH SECTION OTHERWISE WE CANNOT PROCESS YOUR APPLICATION. ENSURE ANSWERS ARE RELEVANT, BRIEF AND CLEAR.

Why have you chosen to apply to become a self-employed Retailer with National Oil Corporation of Kenya, and what qualities do you have that would make you suitable for this type of role?

Please provide an example of when you have gone out to coach and mentor a staff whose performance was below expectation in your business or place of work?

At National Oil Corporation of Kenya, we are passionate about awarding exceptional performance. If you are given the opportunity to be a National Oil Corporation of Kenya retailer how would you run your business to ensure that you meet and exceed customer’s needs?

Briefly outline a situation where you encountered poor customer service, and how you think the situation could have been handled appropriately?

Why have you chosen to run a National Oil Corporation of Kenya site (National Oil Branded site) as opposed to any other brand?

Describe a time when you had to use your initiative to succeed in getting something done properly and on time?

IF CURRENTLY SELF EMPLOYED

Business/Corporation name and trading address:

Industry/business type: _____ Estimated annual profit (Kshs): _____

Period of operation: _____ Number of employees: _____

If you currently run a business of your own, will it be your intention to continue with it? **Yes/No** if yes, who would run?

a) the current business: _____ b) this new opportunity: _____

FOR BOTH EMPLOYED AND SELF EMPLOYED – CURRENT AND PREVIOUS EMPLOYMENT/ PREVIOUS SELF EMPLOYMENT (Please use a separate sheet if necessary)

Please give details of your employment history starting with your current or most recent position or period of self employment.

Start and leaving dates	Name / Address / Telephone number	Position held, achievements and main duties	Salary / Net Profit p.m. in Kshs	Reason for leaving or intended leaving

EDUCATION & TRAINING

School/College/University name

Year

Results achieved

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Membership of professional bodies, grades and qualifications

FINANCIAL DATA

NOTE: CREDIT CHECKING IS AN ESSENTIAL REQUIREMENT AND WILL BE UNDERTAKEN THROUGH A LEADING KENYAN CREDIT REFERENCE AGENCY. THIS WILL NEED TO BE UNDERTAKEN AS PART OF THE APPLICATION PROCESS. PLEASE CONFIRM YOUR AGREEMENT TO NATIONAL OIL CORPORATION OF KENYA CONDUCTING A CREDIT CHECK IN ORDER TO PROGRESS YOUR APPLICATION FURTHER BY SIGNING HERE:

Signed: _____ Date: _____

Are you aware of any reason why you would be refused credit? **Yes/No**

If yes, please give details:

Do you have or have pending any county court judgments against you? **Yes/No**

If yes, please give details:

What are your earning aspirations (gross earnings after costs and before income tax) over the next three years? (Per annum in Kshs)

Year 1

Year 2

Year 3

Please explain how you would fund a minimum investment of Kshs 4M-8M (WORKING CAPITAL) plus a bank guarantee of Kshs 1M-3M:

REFERENCE CHECKS

CONDITION OF TRAINING/CONTRACT: It is our intention to check all references and information offered by an applicant on this application form. If it is found after checking that references and/or information provided by the applicant are unsuitable or inaccurate then the applicant's training/contract may be terminated without notice.

NOTE: A REFERENCE FROM YOUR CURRENT EMPLOYER WILL ONLY BE REQUESTED AFTER AN OFFER IS MADE AND ACCEPTED.

Please supply details of three referees, one must be your current employer, or if self employed a previous employer or a trade referee such as a bank manager, solicitor or accountant. If all three referees are not provided, this application will not be considered. If self employed the references can also be personal

Name: _____ Company: _____ Address: _____

E-mail: _____ Telephone: _____

Name: _____ Company: _____ Address: _____

E-mail: _____ Telephone: _____

Name: _____ Company: _____ Address: _____

E-mail: _____ Telephone: _____

DECLARATION

DECLARATION SUBJECT TO THE PRISON'S ACT CAP 90

Do you have any unspent criminal convictions for offences of theft or dishonesty, or do you have a case pending for offences of theft or dishonesty? **Yes/No**

If yes, please provide details:

I hereby declare that all the information given by me and in this application form is true and I agree that National Oil Corporation of Kenya may seek confirmation from appropriate sources. If at any time the information is found to be false or in any way incorrect, any contract between myself and National Oil Corporation of Kenya is likely to be terminated without notice.

Signed: _____ Date: _____

IT IS ESSENTIAL YOU SIGN AND DATE THIS FORM – THANK YOU.

SOURCE

Please be kind enough to indicate how you became aware of the position of Retailer by ticking one of the following boxes:

ADVERTISEMENT – Please indicate name of publication/website:

National Oil Corporation of Kenya RETAILER RECOMMENDATION – Please indicate Retailer's name: _____

National Oil Corporation of Kenya TERRITORY MANAGER – Please indicate name:

OTHER RECOMMENDATION – Please indicate source:

SPECULATIVE

NB.

FORM CAN BE OBTAINED FROM THE NATIONAL OIL CORPORATION OF KENYA WEBSITE OR AT THE RECEPTION.