



# Franchisee application form

## Thank you for your interest in the Basco franchise network!

This form is used to collect the information our management team needs to determine whether you meet the criteria for becoming a franchisee. Know that we will treat the information you provide on this form with complete confidentiality. Your signing and submittal of this form and Basco's analysis of the information provided and production of background check reports in no way constitute a commitment or promise of contract by either Basco or the applicant.

You are filling out this form as:

A sole applicant

The business partner of another applicant

## Personal identification

First and last names :		Date of birth (yyyy-mm-dd):
Cell phone :	Phone (work) :	Spoken languages :
Home phone:	Email (personal) :	Civil status :
Home address:	City :	Name of the husband/spouse:
Province :	Postal code :	

Previous address (if you have been residing at the above address for less than two years):

Home address:	City :
Province :	Postal code :

Note that Basco may ask you for your social insurance number (S.I.N.) for the purpose of conducting reference and credit checks.

## General profile

Level of schooling completed	High school: 1 2 3 4 5	College (CEGEP):	University:
Most recent diploma obtained:			
Do you have any disabilities or physical limitations that prevent you from doing certain types of work?	yes	no	
If so, please indicate the type of disability or physical limitation:			
Do you own or have you ever owned your own business?	yes	no	
If so, briefly explain what the business is/was:			
Approximate annual income earned in your last job/occupation (select a range):	0 to 39 999 \$	70 000 to 99 999 \$	
	40 000 to 69 999 \$	100 000 \$ and more	

## Professional Experience (starting with the most recent)

### Experience 1

Exact name of the company/employer :	Start date :
Contact name :	Phone (contact name) :
End date :	
Address:	City:
Province :	Postal code:
Title and responsibilities:	

# Professional Experience (following)

## Experience 2

Exact name of the company/employer :	Start date:
Contact name : Phone (contact name) :	End date :
Address: City :	
Province: Postal code:	
Title and responsibilities:	

## Experience 3

Exact name of the company/employer :	Start date:
Contact name: Phone (contact name):	End date:
Address: City:	
Province: Postal code:	
Title and responsibilities:	

# Interest in a Basco franchise

Where did you first hear about Basco (on the Internet, from a current franchisee, etc.)? :

What is your level of knowledge of window and door maintenance and repair??

What is your level of knowledge of the window and door industry?

Why do you wish to operate a Basco franchise?

What personal qualities lead you to believe that you would be a promising franchisee for the Basco network?

Do you know any current Basco franchisees? yes no  
If so, explain the nature of your relationship (e.g., relative, friend, acquaintance, etc.):

# Business planning and development

Do you intend to work on your franchise full time? If not, please describe your intentions (e.g., also hold a full or part-time job): yes no

How many hours a week are you ready to devote to a franchise? Less than 30 hours Between 30 and 50 hours More than 50 hours

Are you willing to work on weekends?	yes	no
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Which part of Canada are you interested in (e.g., city/cities, RCM, economic/administrative region)?

In the event that Basco grants you the right to operate a franchise, explain what you plan to do to make it a success (methods used):

Do you plan on having business partners in the franchise? If so, describe the role they would play (\*\* if applicable, each associate or shareholder must also fill out this form):

Do you think that you will need a loan (personal or business) to start up the franchise?

Will you be able to do the business accounting yourself or do you plan to get outside help to do so?

What do you expect your (minimum) personal annual income to be for the franchise?

Do you understand that you are responsible for the success or failure of your business?	yes	no
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## Miscellaneous information (criminal record, bankruptcy, etc.)

Have you ever been convicted of a crime (other than minor traffic offences) or have you been charged with a crime and are currently awaiting trial?	yes	no
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If so, please provide details:

Have you ever been the claimant or defendant in a civil case?	yes	no
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If so, please provide details:

Have you or any businesses associated with you declared bankruptcy or been sued for insolvency by one or more creditors?	yes	no
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## Additional information

Add any other relevant information you would like us to consider:

# References

Indicate the reference's relationship to you (e.g., former employer):

## Reference 1

Exact name of the company/employer :

Name :

Phone:

Address :

City :

Province :

Postal code :

Nature of the link with you (ex. : Former employer) :

## Reference 2

Exact name of the company/employer :

Name :

Phone :

Address :

City :

Province :

Postal code :

Nature of the link with you (ex. : Former employer) :

## Acknowledgement and consent

Privacy laws stipulate that any personal information collected by a company is confidential. Companies may not use this information without the individual's prior consent or to disclose it, unless ordered to do so by a court of law.

In signing this form, you agree to what follows:

a) Basco may use the personal information you provided on this form to study your application and, if your application is accepted, to use this information internally, as needed;

b) Basco may disclose the personal information on this form to any individual, company or firm and collect information from said individuals, companies or firms for the sole purpose of checking the personal information provided and determining if you meet the set criteria for becoming a Basco franchisee.

The undersigned acknowledges and agrees that Basco may conduct an investigation, if necessary, to check the personal information on this form and gather other information concerning the undersigned's financial situation. The undersigned authorizes his/her educational institutions, financial institutions, former employers and references to disclose all personal information they may possess on the undersigned to Basco.

Furthermore, the undersigned acknowledges that Basco applies several criteria in selecting its franchisees and consequently, reserves the right to reject an application without disclosing the reason.

**The undersigned certifies that he/she completely and accurately filled out the form and that the information is true to the best of his/her knowledge. Any false or misleading information or any substantial omission will cause the application to be rejected or, should the false or misleading information or omission come to light after the application is accepted, cause any agreement between Basco and the undersigned to be terminated.**

If the undersigned's application is rejected, the applicant must fill out a new form if he/she wishes to reapply. Basco commits to complying with the privacy laws applicable to the retention and destruction of personal information.

SIGNED ON THIS, THE \_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
BY THE CANDIDATE

\_\_\_\_\_  
FULL NAME IN PRINT

After completing the form, please:

1. Check that you filled it out in its entirety.
2. Save the form in your personal files, on your computer.
3. **Email a signed version to [bascofranchise@bascoworld.com](mailto:bascofranchise@bascoworld.com) (or fax it to 450-682-1881), along with your resume**



## STEPS INVOLVED IN BECOMING A BASCO FRANCHISEE

1. The candidate completes, signs and sends in the application form along with his/her resume.
2. A preliminary discussion is held to identify the territory and the general terms for operating a Basco franchise.
3. The applicant signs a **Confidentiality Agreement** and **pays a non-refundable \$399 fee (plus taxes)** to have his/her application analyzed.
4. **Basco analyzes the application. If it is accepted, Basco gives a complete presentation of its service offering.** This includes a discussion or meeting, franchise operating manual, training process, start-up kit, personality test, presentation of drafts of the agreement in principle and the franchise agreement.  
If the application is rejected, Basco sends a non-selection notice.
5. The parties sign an **Agreement in Principle** covering the general terms of the Franchise Agreement (conditional on the different checks).
6. Basco conducts credit, reference and other standard checks on the applicant.
7. The applicant/franchisee gets incorporated/licensed, obtains the necessary tax numbers and funding, if applicable.
8. Both parties sign the **Franchise Agreement** and other relevant documents.
9. **The franchisee starts up operations.** Basco opens a file, holds a kick-off meeting, provides a start-up kit and plans the initial training.

