

Instructor I.D. (office use only):



KUMON FRANCHISE APPLICATION FORM

Thank you for enquiring about a franchise opportunity with Kumon. Please complete each section of this application in full. Where sections/questions are not applicable enter "N/A". Please attach additional pages where required. False or misleading statements made on this form are grounds for terminating your application, training, or, if granted, franchise. This is not an employment contract or Franchise Agreement. Submitting this form does not obligate you or Kumon in any way.

PERSONAL DATA

Title:	First name:	Middle name:	Preferred first name:
--------	-------------	--------------	-----------------------

Surname:	Maiden name (if applicable):
----------	------------------------------

Address:	
	Postcode:

Time at current address:

Contact telephone number(s):

Email address:

Do you hold a full driving licence? Yes No Do you have the use of a car? Yes No

N.I. number (if applicable):	Date of birth:
------------------------------	----------------

Do you require a work permit to work in the UK? Yes No

Do you have any medical conditions that could affect your performance as a Kumon Franchisee (specifically working with children)? Yes No

If yes, please provide details:

Previous addresses in the past six years:

(1)	(2)
Duration at residence:	Duration at residence:

FOR OFFICE USE ONLY

Date	Action	Date	Action

EDUCATION

A university degree or equivalent is required of all applicants.

	Name & location	Qualification	Subject(s)	Dates attended
University				
College				
Professional or additional skills and training				

EMPLOYMENT (PLEASE PROVIDE DETAILS OF PROFESSIONAL REFERENCES AND HIGHLIGHT ANY GAPS IN EMPLOYMENT GREATER THAN THREE MONTHS.)

If space is insufficient please enclose a continuation sheet.

Job title and company name	Description of duties	From / to Reason for leaving	Salary and benefits
Job title and company name	Description of duties	From / to Reason for leaving	Salary and benefits
Job title and company name	Description of duties	From / to Reason for leaving	Salary and benefits

BUSINESS

Have you ever owned a franchise? Yes No

Have you ever run a small business? Yes No

If 'yes' to either, please complete the following information:

Name & address of franchise/business	Briefly outline your role as a franchisee/in the business	Is the franchise/business still operational?

DfES Teacher Number (if applicable):

In which location(s) are you interested in opening your Kumon franchise?

1. 2. 3.

Briefly outline how you will be financing the business.

How many hours per week are you currently working?

How many hours per week are you planning to work?

When would you be able to open your Kumon business?

FINANCE

INCOME PER ANNUM	£	OUTGOINGS PER ANNUM	£
Salary		Mortgage payments	
Interest on savings		Loans payable	
Business income		Accounts and bills	
All other income		Other	
TOTAL		TOTAL	

ASSETS	£	LIABILITIES	£
Cash available		Loans payable	
Property - current market rate		Property mortgages	
Savings		Other debts and obligations	
TOTAL ASSETS		TOTAL LIABILITIES	

How much free capital do you have available to invest in a Kumon franchise? £	How do you intend to secure any additional finance required for a Kumon franchise?
--	--

GENERAL INFORMATION

If space is insufficient please enclose a continuation sheet.

Please outline what experience you have of working with children.	Explain what skills, experience and/or qualities would help you run a successful small business.
---	--

Please use the space below to tell us why you should be considered as a potential Kumon franchisee, and any other information you feel may affect your application.

WORK RELATED REFERENCES • PLEASE ENSURE REFERENCES ARE CURRENT

Referees will not be contacted until an invitation to train is made. References from current Instructors or family members will not be accepted.

	Name	Address	Relationship
(1)			
(2)			

CRIMINAL RECORD DECLARATIONS

If space is insufficient please enclose a continuation sheet.

Being a Kumon Instructor involves having contact with children on a regular basis you are therefore required to answer the following questions:

Do you have any criminal convictions? Yes No Do you have any criminal convictions or cautions spent or unspent? Yes No

If yes, please give details of this. (Please note all convictions must be advised)

Are you currently or have you been subject to any child protection investigations in the past? Yes No

If yes, please give details of this.

Have you lived overseas within the last 5 years? Yes No

If yes, please provide details of dates and duration:

(1)	(2)
Duration at residence:	Duration at residence:

Please provide a police background check or an employment reference from the country of residence.

Do you have any CCJ's within the last six years? If so, please provide details.

Have you or a company you have owned or been a partner in filed for bankruptcy or agreed to a similar voluntary arrangement in the last six years? Yes No

Have you applied for a position with Kumon in the past? Yes No

HOW DID YOU LEARN OF OUR ORGANISATION?

Child/child's friend studies with Kumon or is enrolled on the Kumon programmes.

From a Kumon Instructor

Website (if so, which one?) _____

Press advertisement (if so, which one?) _____

Other (please specify) _____

BY SIGNING BELOW YOU ARE:

- applying to Kumon Educational Co. Ltd. to be considered for training to open a Kumon franchise. This form does not constitute an offer of employment or guarantee a franchise. The form will be kept on file for 24 months.
- confirming that the information you have provided is complete and correct. You also recognise that any false or misleading statements are grounds for the withdrawal of an offer to train or of your franchise agreement(s) if granted.
- authorising us to make credit reference and other enquiries in connection with this application in accordance with our normal procedures including, but not limited to, obtaining a Disclosure and Barring Service (DBS) and/or a Licensed Credit Reference Agency. You also understand that credit reference agencies record searches and the information they record may be used by other lenders assessing credit applications from you and members of your household for debt tracing.
- agreeing to provide Kumon with any further personal details and information required to assess your suitability as a Kumon Instructor.
- providing your consent to Kumon processing your personal information in connection with your application.
- providing Kumon with consent to process information related to any criminal conviction. 'Spent' convictions should be disclosed under the 1974 Rehabilitation of Offenders Act (Exceptions) Order 1975. A criminal record is not necessarily a bar to becoming a Kumon Instructor.

Signature	Date
-----------	------

Kumon Educational UK Co. Ltd ("Kumon") will use the information on this form to process your application to become a franchisee and for administration purposes should your application be successful. The information may also be shared with subsidiary companies of Kumon.

Kumon Educational UK Co. Ltd ("Kumon") aims to foster a community with a culture of mutual trust, fairness, harmony and respect. It is committed to the elimination of all forms of discrimination, both direct and indirect.

Kumon implements policies & practices to promote fair treatment and equality of opportunity for all present and potential Instructors, students and staff, regardless of race, ethnic or national origin, gender, sexual orientation, age, political or religious beliefs, membership of professional associations of trade unions, disability, marital status, family responsibility and social class.

KUMON EDUCATIONAL UK

London Office Fifth Floor, The Grange, 100 High Street, Southgate, London N14 6BN

Birmingham Office Suite 1, 3rd Floor West Wing, Trigate, 210-222 Hagley Road West, Birmingham B68 0NP

Bristol Office The Mall First Floor Offices, Suite MOU 05C, The Willow Brook Centre, Bradley Stoke, Bristol BS32 8EF

Leeds Office 4100 Park Approach, Thorpe Park, Leeds LS15 8GB

London South Office First Floor, Brunswick House, Regent Park, 299 Kingston Road, Leatherhead KT22 7LU

Manchester Office Ground Floor, Crossgate House, Cross Street, Sale M33 7FT

Scotland Office Woodside House, 20-23 Woodside Place, Glasgow G3 7QF

Freephone 0800 169 3831 or visit kumon.co.uk

