

INTERNATIONAL AGENT APPLICATION

COMPANY DETAILS

Official name of the company: _____

(Note: Commission payments can only be made payable to this name)

Main business: _____ Year established _____

Company's address:

Phone number: _____ Fax number: _____

Email: _____ Website: _____

Country(s) and city(s) you currently work with:

Number of staff employed: _____ Number of offices: _____

How did you hear about Woodford House? _____

CONTACT DETAILS

Contact person: (Mr/Mrs/Ms/Miss) _____

Preferred name: _____ Position: _____

Phone number: _____ Mobile number: _____

Email: _____ Skype ID/Wechat: _____

BUSINESS EXPERIENCE

From which country(s) and city(s) do you recruit?:

Which education level(s) do you recruit for? (i.e. secondary school, language school):

On average, how many students do you recruit each year?: _____

How many students did you send to New Zealand last year?: _____

How do you reach potential students?: _____

Do you have a representative based in New Zealand: _____

If yes, please provide contact:

Name: _____ Phone number: _____

Address: _____ Mobile phone: _____

Email: _____

What services would the representative provide for student studying at Woodford House?:

What services do you provide students?:

Are these services paid for?: _____ If yes, what is the standard charge? _____

REFERENCES

Referee 1: (Mr/Mrs/Ms/Miss) _____

Position: _____ Organization: _____

Phone number: _____ Mobile number: _____

Email: _____ Skype ID/Wechat: _____

Referee 2: (Mr/Mrs/Ms/Miss) _____

Position: _____ Organization: _____

Phone number: _____ Mobile number: _____

Email: _____ Skype ID/Wechat: _____

Referee 3: (Mr/Mrs/Ms/Miss) _____

Position: _____ Organization: _____

Phone number: _____ Mobile number: _____

Email: _____ Skype ID/Wechat: _____

DECLARATION

I confirm that _____ (name of company) is interested in being considered as a recruitment representative for Woodford House. I authorize Woodford House to carry out such checks as may be necessary to verify the details I have supplied above and to carry out such credit checks or other checks as may be necessary to assure Woodford House as to the financial standing of my company. I acknowledge that Woodford House is a signatory of the New Zealand Education Code of Practice (Pastoral Care for International Students) and therefore by signing this application form, I agree to comply with the requirements stipulated by the code.

Name: _____ Signature: _____

Position in Company: _____ Date signed: _____

Please send the completed form to:

International Department

Woodford House, Private Bag 1001, Havelock North 4157, Hawke’s Bay, New Zealand

Or email to: international@woodford.school.nz

Office Use Only

Commission Rate: _____ Approved: Yes No

Signature: _____ Date: _____ / _____ / _____

Comments:

