



### Agent Application Form

Northcross Intermediate School works with a number of recognised recruitment agents around the world. It is important for us to work with the right agents to ensure we can provide a high quality educational experience to our students and their parents. If you would like to become an agent for Northcross Intermediate School, please complete this form and email it to [sharonh@northcross.school.nz](mailto:sharonh@northcross.school.nz) to give us a better understanding of your organisation.

#### Agency Details:

Agency Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Postal Address (if different): \_\_\_\_\_

Agency Website: \_\_\_\_\_

Social Media: \_\_\_\_\_

Office Phone Number: (Country code)\_\_\_\_(City code) \_\_\_\_\_

Emergency Contact Person | Emergency Phone: \_\_\_\_\_

#### Agency Overview:

Are you aware of your responsibilities as an Agent to New Zealand's Code of Practice? \_\_\_\_\_

Are you registered with the NZ Police Vetting Service? \_\_\_\_\_

Are you aware that New Zealand is a member of the London Principles? \_\_\_\_\_

Which country/ies do you represent? \_\_\_\_\_

On average how many students do you send to New Zealand each year? \_\_\_\_\_

How many of these are Intermediate Age? \_\_\_\_\_

How many years has your Agency been operating? \_\_\_\_\_

Do you have an office in Auckland? \_\_\_\_\_

How many staff do you have? \_\_\_\_\_

Have you or your staff visited New Zealand? \_\_\_\_\_

Do you offer on-going support for your students and families: Yes/No

Do you arrange the necessary visas for the student and guardian (if applicable): Yes/No

Will you come to the school to meet with your students and/or school staff if requested: Yes/No

Are you familiar with Enroller the online enrolment platform? Yes/No

**Please list at least two other NZ Schools that you have worked with who will act as a reference:**

• Name of School: \_\_\_\_\_  
Contact person: \_\_\_\_\_ Email: \_\_\_\_\_

• Name of School: \_\_\_\_\_  
Contact person: \_\_\_\_\_ Email: \_\_\_\_\_

#### Main Contact Person at your Agency:

Name: Mr / Mrs /Ms \_\_\_\_\_

Email Address: \_\_\_\_\_ Position in Agency: \_\_\_\_\_

Mobile number: \_\_\_\_\_

*Thank you. If you would like a copy of our Agent Contract please let me know and one can be forwarded for your perusal.*

[Office use only](#)

Reference checks sent:

- 1.
- 2.

Reference Check returned

- 1.
- 2.

Signed Agreement Sent:

Signed Agreement Returned:

Agent Pack Sent:

Enroller Invitation Sent:

Agent Update List:

