



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 chrisp@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 (schools that enroll students under the age of 18) 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:

