

Please attach the Company Certificate with the completed application form.

RECRUITMENT AGENCY APPLICATION FORM

COMPANY DETAILS:



Entity Name:

Trading Name (if any):

Contact Person's Name:

Contact Person's Job Title:

Contact Phone Number:

Mobile Phone Number:

Physical Address:

Postal Address (if different):

Email Address:

Web address (if any):

Social Media Address (For example, QQ/WeChat/Facebook/Weibo/Kakaotalk/Whatsapp/Skype etc.):

Are you an officially registered education agent in your own country?

Yes

No

Do you have Registered/Licence advisor in your company?

Yes

No

CLIENT DETAILS:

What country/countries are your clients mostly from?

Are you familiar with the Code of Practice for the Pastoral Care of

International Students by Ministry of Education New Zealand?

How many students did you send to enrol a course at a similar school to us last year?

What types of programmes interests your client most? (Please circle) English/Business/IT/University Foundation

PREFERENCE AND EXPECTATIONS:

Please list three most important factors when you or your clients select a PTE like us?

1

2

3

REFERENCES: Please provide 2 reference from other Education Provider.

REFEREE 1:

Full Name:

Day Contact details:

Email:

Company Name:

Relation to you:

Duration of relationship with you?

REFEREE 2:

Full Name:

Day Contact details:

Email:

Company Name:

Relation to you:

Duration of relationship with you?

Kingston Institute of Business & Technology endeavors to deliver high standard education in New Zealand. A reference check will be conducted to ensure the accuracy and integrity our prospective cooperation in the future.

Successful applicants will be contacted and invited to enter a Recruitment Agency Agreement.

Please send your application form to marketing@kingston.ac.nz.

General Enquiry: 09 282 3343

Process for Becoming a KIBT Representative

AGENCY

Complete the Agency Application Form
Attached the Company Certificate

*(Please make sure provide 2 references
from other Education Provider.
It is important to provide accurate email
address to prevent delaying of the
process)*

Please read every single page of Agency
agreement and sign if you agree the
agency agreement and follow the Code.

If you would like to have more
information about the Code,
please visit www.nzqa.govt.nz

KIBT

Recruitment Coordinator of KIBT will
do reference check

Once KIBT Marketing team
successfully complete the reference
check process, Agency Agreement and
Agency manual will be prepared.

Once the signed agreement form is back
to KIBT marketing team, KIBT will
send promotional materials and Agency
Certificate with Agency Code.

