

AGENT APPLICATION FORM

Department of Admission



Thank you for considering One World International School (OWIS) as a potential partner in recruiting the international students. If you decide to apply to become a registered Recruitment Agent, please:

1. Complete Part A of this application form
2. Provide a certified copy of the Business Registration from your country / Company Profile / Certificate of Business registration and / or Company Licence
3. Provide referees from other educational institutions (if applicable)
4. NRIC / PASSPORT COPY of applicant / company's official contact person
5. Other supporting documents (if applicable)/ Referees

Note: The information that you supply on the form and documents will be treated as confidential

CONTACT INFORMATION



Business Development Executives



agent.connect@owis.org



(+65) 8533 9261

NOTE (before completing this application)

1. The interested applicant must be familiar with the Student Recruitment Agent Code of Conduct (Annexure 1)
2. The interested applicant must be familiar with the Singapore Education system, Rules and regulations of regulatory bodies and policies and procedures of JE Educational College, which are available at www.ica.gov.sg and www.cpe.gov.sg
3. The applicant must agree to attend the trainings provided by the school

Annexure 1 – Code of Conduct for External Recruitment Agents

1. External Recruitment Agents must at all times conduct himself / herself with integrity and in a manner that will reflect positively on the image and reputation of the PEI as reliable providers of quality education and training.
2. External Recruitment Agents shall at all-time carry out the Services in a professional, responsible and ethical manner and should not do anything that might disparage or prejudice the PEI's interest, reputation and/or goodwill.
3. External Recruitment Agents shall not contravene or in any way act in contravention to any provision or expectation stated in their Agreement with the PEI.
4. External Recruitment Agents shall not be engaged in any unethical practice and shall not make or allow to be made any misrepresentations or false or misleading statements nor make any claims, warranties, representations or statements which may be false, untrue, ambiguous, misleading, inaccurate or fraudulent.
5. External Recruitment Agents shall at all times ensure compliance with all applicable laws, regulations, orders and any other legal requirements in the Territory as regards the performance of the Services and the marketing and/or promotion of the PEI and/or the sale of the Programmes.
6. External Recruitment Agents shall at all times ensure that he/she is aware of all relevant Singapore laws and regulations and rules or guidelines of any Singapore government agency and shall ensure that he/she does not breach in any way or do anything that goes against these laws and regulations and/or rules.
7. External Recruitment Agents shall promote themselves and the PEI fairly and provide honest, accurate and complete information about themselves and the PEI.
8. External Recruitment Agents must apply principles of fair trading when recruiting students and must not engage in high-pressure sales, "bait and switch" advertising or similar unfair practices.
9. External Recruitment Agents shall ensure that he/she is not negligent, careless or incompetent such that they compromise the integrity of the PEI and/or Singapore's reputation.
10. External Recruitment Agents must not collect any money from the students under any circumstances other than the fee or commission specified in the Agreement. All other payments by the students are to be made to the PEI directly.
11. External Recruitment Agents shall follow the PEI's prescribed procedure to clarify any doubt.

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PART A AGENT DETAILS | FOR COMPLETION BY APPLICANT

Name of Company
(as per official registration)

Name of Company Owner /
Managing Director

Company Registration Number

Name of Company Representative

Designation of Company
Representative

Entity Type

(Please include a copy of your Company Registration Certificate or a Valid Government Authorization Letter)

Sole Trader

Partnership

Private Limited

Trust

Society

Other (please specify) _____

Country of Operation

Country Branches
(if any)

Address of Main Office /
Business Address

Address of Branch
(if branch is in Singapore)

Number of Employees

Kindly leave your details, if you would like us to follow-up with you

Name Tel Mobile

Fax Email Website
(if any)

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Please spend 5 minutes to fill out below questions

<p>Is the company an Active Recruitment Agent for other international school/s in Singapore?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>(a) If yes, please provide name of school/s with no. of years of student recruitment experience in each school.</p> <p>(b) If yes, how many students does the company recruit for international schools in Singapore yearly?</p>
<p>Does the company have its own publicity material/s?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If yes, please enlist type of publicity materials</p>
<p>Has the company been blacklisted by any int'l school/private institution in Singapore?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If yes, please provide details</p>
<p>Does the company provide any other service/s?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If yes, please provide details</p>
<p>Do students pay any type of fee for your services?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If yes, please provide details</p>
<p>Explain in brief the pre-course counselling process offered by the company to students and parents</p>	

Please provide your reference with us

<p>■ Reference 1</p>		<p>■ Reference 2</p>	
Name	<input type="text"/>	Name	<input type="text"/>
Designation	<input type="text"/>	Designation	<input type="text"/>
Tel	<input type="text"/>	Tel	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>

Disclaimer and signature

I certify that the information and details provided by me are true and complete to the best of my knowledge. I authorise you to conduct verification of our company through referrals. I understand that any false or misleading information in this application will result in immediate rejection and/or blacklisting.

Name	<input type="text"/>	Designation	<input type="text"/>
<input type="text"/>		<input type="text"/>	

Signature and Company Stamp

Date

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PART B EVALUATION

Criteria 1 (Sole Trader / Partnership / Pte Ltd / Trust / Society)	
Criteria 2 (Conversant in English)	
Criteria 3 (Singapore referees)	
Criteria 4 (Active recruitment agent for other international schools)	

Evaluated by

Signature

Date

PART C APPROVAL

Approval for Appointment	
Date of Appointment	
Period of Appointment	
Remarks	

PART D TRAINING

Date of Training	
Person Attending Training	
Trainer	
Remarks	

Evaluated by

Signature

Date

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