



RECRUITER APPLICATION FORM



PLEASE RETURN TO: Omar Awara Manager, International Recruitment Continuing Education Toronto District School Board 2 Trethewey Drive, 3 rd Floor CANADA M6M 4A8 Fax: (416) 394-3877 Email: omar.awara@tdsb.on.ca	FOR OFFICE USE ONLY <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Recruiter No.</td> </tr> <tr> <td style="padding: 5px;">Date of Application : <div style="text-align: right;">(dd/mm/yyyy)</div></td> </tr> <tr> <td style="padding: 5px;">Date of Approval : <div style="text-align: right;">(dd/mm/yyyy)</div></td> </tr> </table>	Recruiter No.	Date of Application : <div style="text-align: right;">(dd/mm/yyyy)</div>	Date of Approval : <div style="text-align: right;">(dd/mm/yyyy)</div>
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1. Recruiter Information

Registered Company Name:		
Address:		
City:	State/Province:	
Zip/Postal Code:	Country:	
Tel No.	Fax No.	Website:

Year Established:	Number of Staff:
Country of Operation:	Number of Offices:
Company's Goal & Objectives:	

Director/President: Mr./Ms.	Title:
Tel/Cell No:	E-mail:
Education Background:	Years of Experience:
Main Contact: Mr./Ms.	Title:
Tel/Cell No:	E-mail:
Education Background:	Years of Experience:
Contact in Canada: Mr./Ms.	Title:
Tel/Cell No:	E-mail:
Education Background:	Years of Experience:

Information on your Business License: Issued By:	<input type="checkbox"/> Yes	Issue Date: _____ <small>(dd/mm/yyyy)</small>
	<input type="checkbox"/> No	if no, please explain _____ _____

Please list any memberships in industry-related associations or organizations:

2. Recruitment Performance & Records

How many institutions or organizations do you currently represent?
How many students did you send overseas in last 12 months?
How many students did you bring to Canada in last 12 months and at what levels, i.e. high schools, universities, colleges and language schools? Please specify.
Have you sent any students to TDSB before? If yes, please specify.
How many students do you expect to recruit for TDSB within 12 months?
Have you ever worked with any current TDSB agent(s)? If yes, please specify.
What is your Canadian study permit approval rate (%)?

3. Services Provided to Students

Please indicate which services and information you provide to students:		
Yes/No	Types of Service	If yes, please specify
	Application for Admissions	
	Information and counselling for parents and students	
	Written translation of school admission and diploma requirements	
	School document translation e.g. report cards	
	Custodianship for students under 18 years of age	
	Accommodation, i.e. homestays	
	Canadian Study Permit and Visa application assistance	
	Travel arrangement and related insurance	
	Pre-departure orientation	
	TOEFL preparation services	
	Ongoing support services for students in Canada; if YES please describe:	
	Do you charge students for your services (your currency)?	

4. Marketing & Promotion

Is your marketing and promotion local or national?

Please indicate which marketing and advertising methods your company uses:

Yes/No	Methods	If yes, please specify
	Newspaper	
	Internet	
	Radio	
	Exhibitions/Fairs	
	Television	
	Study Abroad Guides	
	Company Brochures	
	Seminars	
	Other	

5. Additional Information

Is there any other information we should know about your company? Please specify

6. Signature

I certify that the information given above is correct.

Name:	Title:
Signature:	Date: dd / mmm / yyyy

*** Please include any additional information, i.e. your resume, company brochure, letters of references, and other related certification, in your completed application package to TDSB.**