



**RECRUITMENT AGENTS APPLICATION FORM**

**Instruction of Applicant**

Thank you for considering JE Educational College as a potential partner in recruiting the international students. If you decide to apply to become a registered Recruitment Agent, please:

- 1) Complete all sections in this application form
- 2) Provide a certified copy of Business Registration from your country/ Company Profile/ Certificate of Business registration and/ or Company Licence
- 3) Provide referees from the Education Industry (*if applicable*)
- 4) NRIC/ PASSPORT COPY of applicant/ the Company's Contact person
- 5) Brief plan for marketing/ promotional activities for JE Educational College
- 6) Other supporting documents (if applicable)/ Referees

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

**Contact Information**

**To:** Ms. Yupei Bernice Gao  
**Email Address:** [bernice@jegroup.edu.sg](mailto:bernice@jegroup.edu.sg) / [info@jegroup.edu.sg](mailto:info@jegroup.edu.sg)  
**Phone No.:** 6565 9786, 6560 5559  
**Postal Address:** 1 Kay Siang Road #11-01/02 Singapore 248922

Note: Before application,

1. The interested applicant must be familiar with the Student Recruitment Agent Code of Conduct;
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](http://www.ica.gov.sg) , [www.cpe.gov.sg](http://www.cpe.gov.sg), [www.jegroup.edu.sg](http://www.jegroup.edu.sg)
3. The applicant must agree to attend the trainings provided by the College;

JE will, upon approval of your application, provide you with two copies of the Contract between the College and Student Recruitment Agent for your signature. You will be requested to sign both copies of the Contact, one copy to be retained for your records and the other copy to be sent back to Management of JE Educational College.

Upon approval of your application, JE Educational College will display your contact details on the College website for the benefits of prospective students seeking to find an appointed agent of the College.

Thank you for your interest in becoming our Student Recruitment Agent!



**Section A: Applicant/ Contact Person Details (all fields are compulsory.)**

<b>Name:</b>	<b>Gender: Male ( ) Female ( )</b>	<b>Date of Birth:</b>
--------------	------------------------------------	-----------------------

**Postal Address:**

**(Overseas) Address:**

<b>Nationality:</b>	<b>Local Contact No: 65</b>	<b>Overseas Contact No:</b>
---------------------	-----------------------------	-----------------------------

<b>Identity card/ Passport No:</b>	<b>Email address:</b>
------------------------------------	-----------------------

**Section B: Personal Education Background (if applicable)**

**Qualifications obtained from schools, colleges and universities**

S.N	Institute Name & Country	Year of graduation	Qualification Gained	Major Field of Study
1.				
2.				
3.				

**Proficiency in English: Good ( ) Fair ( ) Poor ( )**

**Section C: Information about Organization/ Company (If applicable)**

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Company Fax & Contact No.:** \_\_\_\_\_

**Company Email Address:** \_\_\_\_\_

**Company Website:** \_\_\_\_\_

**Contact Person's Name** \_\_\_\_\_

**Contact Person's Position at the Company** \_\_\_\_\_



**Section D: Experience and Background (as Recruitment Agency/ Agent)**

Country/ Territory to conduct the recruitment activities:
---

Years in Recruitment industry: _____ years	Expected total students to send per annum: (     )
--	--

Years in recruitment industry: _____ years	Years in education industry: _____ years
--	--

Is agent/ agency currently representing any PEI in Singapore? Yes. (     ) No. (     )
--

If yes, provide the name of PEI in Singapore:
---

Have you previously been engaged in dishonest practices, including the deliberate attempt to recruit a student where this clearly conflicts with the Private Education Act or the rules of the regulatory bodies?	Yes	No
---	-----	----

**Section E: Applicant Declaration**

I am interested in representing your JE Educational College as a Student Recruitment Agent and I agree to do so in an honest and professional manner. I agree to

- Abide by the Code of Conduct for Agent,
- Conduct my Student recruitment activities in an honest and professional manner, a
- Regularly monitor policies and regulations, and all subsequent updates to these as reported on JE Educational College Website;
- Read the EduTrust Guidelines and documents from CPE website and agree to adhere to the relevant criteria;
- Attend the briefings, trainings and meetings convened by JE Educational College without absence;
- Submit the reports instructed by the management of JE Educational College;

The information that I have provided in this Application Form is accurate to the best of my knowledge and may be verified by the JE or its relevant parties. I understand and agree that any misrepresentation or omission of facts in this application will be justification for refusal or termination of the Contract that I have signed with JE.

**By Agency (if applicable)**

The agency hereby declares that the information provided in this form and any attachment is true and correct at the point of submission. The applicant \_\_\_\_\_, the undersigned on behalf of the company, confirm that the information provided in this form and all attachments to this form is true and correct.

**Signature of Applicant:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**NRIC/ Passport No:** \_\_\_\_\_

**Date:** \_\_\_\_\_

