

SECTION 1: Company Details

Company Name:			
Trading Name (if applicable):			
Contact Person:			
Designation / Position:			
ABN (Australia Only):			
Email Id:			
Alternate Email:			
Company Website:			
Telephone:		Mobile:	
Street Address:		Suburb/ City:	
State: Country:		Postcode:	
Company Registration No:		Place of Registration:	
Date of Registration:		Expiry Date:	

SECTION 2: Contact Details

Please provide details of the Director/Chief Executive Officer/Main Contact Person for the company

Given Name:	Family Name:
Position:	Qualifications:
Mobile No.:	E-mail:

From which country or countries does the company primarily recruit students?

- 1) _____
- 2) _____

What is your estimate of the number of students your company could successfully refer to Melvic College Australia over the next three (3) years?

Year 1: _____ Year 2: _____ Year 3: _____

SECTION 3: Agent Company Background

How long has the company operated as an education recruitment agency? _____

Is the company affiliated with any specific Education Institutions (Universities, Colleges, and Schools) in the Australia or home country/countries of operation? Yes No

If yes, please specify, including details of any joint directorship or ownership

Do you offer immigration assistance to students? No Yes if Yes MARA No: _____

SECTION 4: Company Portfolio

Please state which Australian VET, Higher Education Institutions or ELICOS Institutions the organisation currently represents:

Name of Institution	City	Period

SECTION 5: References from VET, Higher Education Institutions or ELICOS Institutions the organisation

Reference 1

Given Name:	Family Name:	Position:
Institution:	E-mail:	Mobile:

Reference 2

Given Name:	Family Name:	Position:
Institution:	E-mail:	Mobile:

If you are not working with any RTO or University. Please provide us at least 2 (Two) names of the organisations Accountants or Lawyers for Character References that you have worked with and the contact persons details below:

Given Name:	Family Name:	Position:
Institution:	E-mail:	Mobile:

Note – The College may contact the above providers/ organisations and contact persons for reference purposes only



Applicant Declaration:

I, _____ confirm that the information provided in this application is true and accurate to the best of my knowledge. I authorize Melvic College Australia to contact my referees, to collect information and details as required.

Signature:

Name:

Position:

Date:

Completion of this form does not result in automatic approval for appointment.

Please attach any relevant supporting documents as Melvic College Australia decision to offer an Agent Agreement will be based on the contents of this Agent Application form, the strategic alignment to market needs, the current representations in the region and reference checks. Please attach a Company Profile and certificates of Company & Business Registration to this Form.

Please attached the following to the completed form:

- Company Profile**
- Business Registration Documents**
- A list of all office locations associated with your company (if applicable):**

(Include details of each office address and the name, phone number and email address of the contact person for each office.)

Other relevant supporting documents

Please Email: info@melvic.edu.au

For more information about our college visit our website: www.melvic.edu.au Phone: +61 433 446 282

Office use only:

Reference check completed and attached <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Company Profile attached <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="checkbox"/> Other supporting documents _____					
Outcome of application <input type="checkbox"/> Approved <input type="checkbox"/> Rejected					
Staff name			Position		
Date			Signature		