

Dublin School of English

Dollard House, 2-5 Wellington Quay, Dublin 2, Ireland.

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Application to be a Booking Agent

Please write using CAPITAL LETTERS

How to Apply:

Please fill in the following form and return it to us by email, fax or post. Answer as many questions as you can.

Main Contact Details:

Name: Surname: Job Title: Email:

Company Name: Legal Name (if different):

Address:

City: Postcode: Country:

Phone: Fax: Website:

Contact for Bookings (if different from main contact):

Name: Surname: Job Title: Email:

Contact for Accounts (if different from main contact):

Name: Surname: Job Title: Email:

About You/Your Company:

Year Established: Type of Company (limited co., sole-trader, school, counsellor, etc):

Recognitions/agency association memberships:

How many student weeks did you send to the following destinations last year?

Ireland: UK: EU/EEA: Rest of the world:

What schools do you work with in Ireland?

Do you charge a service fees to your clients (if so please list them here)?

References:

Please supply three references if possible. If possible please include schools in Ireland and/or the UK.

School reference 1:

School: Contact Name: Email:

School reference 2:

School: Contact Name: Email:

School reference 3:

School: Contact Name: Email:

Declaration:

I understand that the information provided here is protected in accordance with Irish law (The Data Protection Act, 1988, and The Data Protection Amendment Act, 2003) and will only be used by the DSE to process this application and in connection with any subsequent business between the DSE and my organisation. I declare that I am authorised to sign this form on behalf of my organisation and I understand that the DSE may contact the referees above.

If accepted as a booking agent of the Dublin School of English, I will agree to the terms and conditions of the DSE. These terms and conditions are published in the DSE Agents Manual and online at www.dse.ie.

Signed: Full Name: Date: