

**TEACHERS' OVERSEAS RECRUITING FAIR
QUEEN'S UNIVERSITY
27-29 January 2012**

Please **READ ALL INSTRUCTIONS** before beginning the registration process.

Specific Registration Instructions for Single, Experienced Teachers:

Follow the regular registration procedures as outlined in this document. Deadline for completing the On-Line Data Form, and document and fee submission is **Wednesday, January 18th, 2012**.

However, International School Recruiters will be able to see your documents on-line as of **January 9th, 2012**. It is to your advantage to submit your documents and fee before January 9th to activate your file.

Specific Registration Instructions for Teaching Couples and Teachers with Non-Teaching Spouses or Partners:

Each teacher applying to TORF will need to complete an individual registration process on-line. Teaching couples will have the opportunity to cross-reference their submissions on the first screen of the on-line process. Follow the regular registration procedures as outlined in this document. Deadline for completing the On-Line Data Form, and document and fee submission is **Wednesday, January 18th, 2012**. However, International School Recruiters will be able to see your documents on-line as of **January 9th, 2012**. It is to your advantage to submit your documents and fee before January 9th to activate your file.

Specific Registration Instructions for Queen's current B.Ed. and full-time M.Ed. Candidates:

Follow the regular registration procedures as outlined in this document. Deadline for completing the On-Line Data Form and fee submission is **Friday, January 6th, 2012**. Deadline for completing the document submission is Wednesday, January 18th, 2012. However, International School Recruiters will be able to see your documents on-line as of **January 9th, 2012**. It is to your advantage to submit your documents and fee before January 9th to activate your file.

Specific Registration Instructions for teachers with less than 2 years' teaching experience and current B.Ed. candidates from other universities:

Teachers with less than two years teaching experience are welcome to complete the On-Line Data Form by **January 6th, 2012**. Each applicant's information will be assessed for acceptance into the Fair. If you are not immediately admitted, you will be placed on a wait list. We will be able to tell you after January 9th, 2012 if you will be accepted into TORF 2012. If you are accepted it will be necessary to quickly submit the required documents and fee as outlined in Steps 3 and 4. If you have any questions regarding this process, please contact one of the TORF organizers. Contact information is below.

STEP 1: THE ON-LINE DATA FORM

To begin the registration process, please fill out and submit the On-line Data Form. This on-line process consists of a series of 5 screens. You must complete all screens to finalize your on-line submission.

Formatting is very important. Please use proper syntax (i.e., proper capitalization and spelling) when filling in each field. Abbreviations are acceptable when necessary.

- **1st Screen** – your contact and personal information.
- **2nd Screen** – what and where you want to teach overseas.
- **3rd Screen** – academic background, including degrees, names of institutions, and dates.
- **4th Screen** – teaching experience, including dates, grades, subjects and school locations; teaching related experience, including practicum experience.
- **5th Screen** – extra-curricular involvement, international travel, languages spoken, computer proficiency.

Once you have clicked on the “Submit Application” button at the bottom of the 5th screen, you will receive an acknowledgement that your information has been successfully submitted.

PLEASE NOTE: This does not represent an acceptance into TORF 2012.

STEP 2: RESPONSE FROM THE TORF STAFF

The TORF Registrar will review your on-line information and determine the status of your application. If you are accepted into the recruiting fair, the TORF Registrar will send to you your TORF UserID, password, and instructions on proceeding with your registration and fee payment. Also included in that email message will be your TORF Personal Data Sheet in PDF format for your records.

Some teachers may not be immediately accepted into the fair, but may be placed on a wait list. This group includes teachers with less than 2 years’ experience and current B.Ed. candidates from other universities. Further instructions will be sent to these candidates by email after you have completed the On-line Data Form.

Should you need to make changes to your Personal Data Sheet after the TORF Registrar has been in touch, please contact us rather than resubmitting another On-line Data Form. Once the requested change has been made, the updated Personal Data Sheet will be sent to you via email.

STEP 3: DOCUMENT SUBMISSION

Once the TORF Registrar has approved your application and been in touch via email, you will be required to submit several core and supplementary documents on-line. Further information on where to upload these documents will be included in the response from the TORF staff.

DEADLINE: Complete documentation must be uploaded at the TORF Document Submission web page and registration fee payment must be completed by Wednesday, January 18th, 2012. International School Recruiters will be able to see your documents on-line as of January 9th, 2012. It is to your advantage to submit your documents before that date.

Personal photos must not be included on any document you upload.

Core Documents

- Personal Statement (2 pages maximum), discussing your views on teaching and learning, and your interest in teaching overseas
- Résumé
- 2 Letters of Reference, including one from an immediate supervisor

- List of 3 Referees with their contact information. If possible, include your referees' weekend contact information in addition to your referees' professional contact information. Some recruiters may wish to contact your referees *during* the TORF weekend.

Recommended Supplementary Documents

- Additional Letters of Reference
- 2-3 Teaching Evaluations, including practicum assessments for current B.Ed. candidates
- Teaching Certification (current B.Ed. candidates are exempt)
- Transcripts (undergraduate and graduate; unofficial copies are acceptable)

Document Format and Size

- Documents must be in one of the following formats: .doc, .docx, .pdf, or .jpg
- Documents must not exceed 2 megabytes in size. If a document exceeds 2 megabytes, it will not upload.
- Most documents will not be problematic, but some scanned documents may present some difficulties. You will need to investigate how to make your documents less than 2 megabytes.

Information on Uploading Documents:

Each candidate will receive a UserID, Password, and the URL to the TORF Document Submission web page from the TORF Registrar.

- Only one document per check box
- Documents may be multiple pages long
- You may upload multiple documents at one time, or at different times. For instance, you may submit a delayed letter of reference or transcript after you have previously submitted documents.
- You may replace a previously submitted document by uploading a new document. The original document will be automatically replaced.
- If some documents are sent to the TORF office by a third party (e.g., transcript or letter of reference), they will be uploaded by the TORF Staff. Check back to the web page periodically to ascertain if the document has been uploaded.
- If a document does not upload, it most likely exceeded 2 megabytes as stated above.

If you are having difficulties with the document submission process, please contact the TORF Staff. We will be able to make alternative document submission arrangements.

Documents Required For Interviews: You will also need to make 5-10 hard copy sets of the following documents to bring with you to the fair. You will give a set to each recruiter with whom you meet or interview. Each set should be collated in the following order:

- TORF Personal Data Sheet (printed from PDF)
- Personal Statement
- Résumé
- Letters of Reference
- List of Referees
- Teaching/Practicum Evaluations
- Teaching Certification (if applicable)
- Transcripts (unofficial acceptable)

If you wish, you may bring photos to the fair to give to recruiters (for recall purposes) with your sets of documents after you have met or interviewed with them.

STEP 4: FEE SUBMISSION

Each candidate will receive a URL to the TORF Fee Payment web page from the TORF Registrar.

- \$125.00 CAD or USD per teacher
- \$100.00 CAD or USD for registrants within the Queen's B.Ed./M.Ed. (full-time) programs

If you have difficulty with the fee submission process, please be in touch with Chelsea Barna (contact information below). We will be able to make alternative payment arrangements.

PLEASE NOTE: There are no refunds for cancellations once you have been accepted into TORF 2012.

STEP 5: ACCEPTANCE INTO THE TEACHERS' OVERSEAS RECRUITING FAIR

Once your documents have been uploaded, and your fee has been submitted, an official acceptance into the fair will be sent to you by email from a TORF staff member. Please DO NOT book any travel arrangements until you have received this official confirmation of your acceptance as a recruiting fair participant.

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