



TEACHERS' OVERSEAS RECRUITING FAIR AND TEACHERS' ONLINE PLACEMENT SERVICES

QUEEN'S UNIVERSITY | Onsite TORF – 26 – 28 January 2018
Online TOPS – year-round

TORF Onsite Fair and Online Services

We are happy to be able to offer candidates and international schools two formats to connect: TORF, our on-site fair, and TOPS, our online placement service. While the onsite recruitment fair remains our main event, and the best way to secure employment at an international school, you can also have access to positions and recruiters online. If you are currently working at an international school and unable to attend the fair in person, you can conduct your job search from wherever you are in the world through these online services! Please pay careful attention to the deadlines for applications to the onsite fair. There are no deadlines for applications to the online only services, although it is in your best interests to do this as soon as possible to remain competitive.

Deadlines for Onsite Fair Registration

All Teachers:

- Registration deadline is **Monday January 15, 2018 (11:59 p.m. EST)**.
- Document and fee submission deadline is **Tuesday January 16, 2018 (11:59 p.m. EST)**.
- International School Recruiters will be able to view candidates' files as of November 1, 2017 so it is to your advantage to load your documents and pay the fee prior to this date. In our experience, recruiters like to do some of the groundwork prior to TORF, and may be in touch to arrange interviews with those candidates who are fully registered.

Teaching Couples:

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.

If you have any questions regarding this process, please contact one of the TORF organizers (contact information below)

Registration Process

STEP 1: THE DATA FORM

To begin the registration process, please fill out and submit the Form. This process consists of a series of 6 screens. You must complete all screens to finalize your on-line submission. You are able to complete the process in one sitting, or you can opt to save your application and return to it at a later date.

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.
- **6th Screen** – declaration and intention to attend the onsite fair.

Once you have clicked on the “Submit Application” button at the bottom of the 6th screen, you will receive an acknowledgement that your information has been successfully submitted within 2 business days.

PLEASE NOTE: This does not represent an acceptance into TORF 2018.

STEP 2: RESPONSE FROM THE TORF REGISTRAR

The TORF Registrar will review your on-line information and determine the status of your application. If you are accepted into TORF, 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.

Document Submission

Once the TORF Registrar has approved your application and been in touch via email, you will be required to submit several required and recommended 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 by Tuesday January 16, 2018 (11:59 p.m. EST). International School Recruiters will be able to see your documents on-line as soon as your file has been activated. It is to your advantage to submit your documents and fee in a timely manner to activate your file.

PDF documents are the preferred format, especially for your resume and personal statement.

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

REQUIRED DOCUMENTS

Personal Statement

- 2-pages maximum, discussing your views on teaching and learning, and your interest in teaching overseas

Resume

- Recommended length is 2-3 pages

2 Letters of Reference

- One of the letters should be written by an immediate supervisor
- Signed copies are preferable
- They can be given to you for you to scan and upload to your profile
- Letters sent to the TORF Office directly from a reference will be uploaded by the TORF Staff

Practicum Evaluations

- B.Ed. candidates must submit practicum evaluations (not necessary for experienced teachers)

Contact Information for Referees

- At least three referees are required, and can be the same people who have provided your letters
- It is highly recommended to 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

Teaching Certification

- Current B.Ed. candidates are exempt
- Certification comes from a regulatory body in your province or state, for example the Ontario College of Teachers (OCT)

RECOMMENDED SUPPLEMENTARY DOCUMENTS

Additional Letters of Reference

- Up to 2 additional letters of reference.

3 Practicum/Teaching Evaluations

- Certified teachers may submit a combination of teaching evaluations and practicum assessments
- Up to 3 documents may be submitted – each document may be more than one page long.

Transcripts

- We refer to undergraduate and graduate transcripts
- Unofficial copies are acceptable
- Transcripts sent to the TORF Office directly will be uploaded by the TORF Staff.

Police Check

- We recommend that you upload a recent police check (within the last 3 years)
- Most schools will ask you to provide a new one at the point of hire, so we do not require a new one for our service

INFORMATION ON UPLOADING DOCUMENTS:

Each candidate will receive a UserID, Password, and the URL to the TORF Teacher web pages from the TORF Registrar.

- Only one document per check box
- Documents may be multiple pages long (try a website like [PDFMerge](#))
- 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 or is being prevented from uploading by a firewall.

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.

If you are attending the onsite fair, you will require documents 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 sent in email from TORF staff)
- Personal Statement
- Resume
- Letters of Reference
- List of Referees
- Teaching/Practicum Evaluations
- Teaching Certification (if applicable)
- Transcripts (unofficial acceptable)
- Police check

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.

Payment

Each candidate will be able to access the TORF Teacher webpages, and payment can be made online with a credit card. If you would like more information about other ways to pay, please contact the TORF Staff.

- \$100 CAD per teacher Early Birds Special (deadline December 3, 2017 at 11:59pm)
- \$125.00 CAD per teacher (after December 3, 2017)
- Registration fee is the same for both on-site TORF and/or on-line TOPS

There is no deadline for the online only services, and registration runs from Sep 2017-Aug 2018.

If you have difficulty with the fee submission process, please be in touch with Pamela Briand (contact information below).

PLEASE NOTE: There are no refunds for cancellations once you have been accepted into TORF 2018.

Final 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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