

## NOTES FOR APPLICANTS

### PERSONAL DETAILS

#### **1a) Telephone Contact Numbers:**

A maximum of three contact numbers may be listed, please mark T for Telephone, M for Mobile and F for Fax next to each number.

#### **1b) E-mail Addresses:**

Please list a current e-mail address that is checked often; please also attach a printout to avoid errors. If you are opting to receive Institute communications by e-mail, you **MUST** provide an active e-mail address.

#### **1c) Website Address (Optional)**

Please attach a printout to avoid errors

**Once you receive your Membership details and Guide Number you will be given details to log in on the Institute website. It is your responsibility to keep your contact details up to date. If you would prefer your details not to appear on the website, please indicate so on the form.**

### QUALIFICATIONS

#### **2a) Tourist Board Details:**

Please supply copy evidence – certificates, photocards, letters, badges etc. for each Tourist Board qualification.

#### **3) Languages:**

The Institute requires Tourist Board or Institute of Tourist Guiding Language Proficiency Test certificates for all non-mother tongue languages. Other claims will be listed at the Language Committee's discretion.

#### **4) Academic and/or Other Guiding Qualifications:**

Only qualifications that are evidenced with certificates can be listed. The Institute cannot list modular examinations or part passes of any course.

#### **5) Driver Guides:**

We **MUST** have copies of private hire insurance, PHV licence and temporary driver permit. Please note that the Institute requires all three documents in order to list you as a driver guide.

### REFERENCES

Enclosed in your application pack are two referee forms, please pass these to 2 users of guide services. References from other guides will not be accepted. These should be returned with your application form.

### CODE OF CONDUCT

Also in your application pack there are two copies of the Institute Code of Conduct, one copy of each must be signed and returned with your application, the other is for your records. Please note that without the signed Code of Conduct forms your application **WILL NOT BE APPROVED**.

### PAYMENT METHODS

#### **Direct Debits**

Our direct debit scheme comes under the normal system operated by the major UK clearing banks and is therefore covered by the Direct Debit Guarantee – see the mandate form for the details of what is covered. All you have to do is complete the direct debit mandate form and send it back to the Institute office (**NOT** your bank). If your application is successful, we will authorise a direct debit payment to be collected from your account. If you prefer to use the direct debit installment method the payments will be collected in four equal sequential monthly installments, ie. April, May, June and July; however you will incur an extra charge for the installment service of £8.

**Cheques** should be made payable to the Institute of Tourist Guiding.