



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.

1b) E-mail Address

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 a password and instructions to log into 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

2 Tourist Board Qualifications

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

3) Languages

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

4) Other Guiding / Academic 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 two users of guide services (within the last three years). References from other guides will not be accepted. These should be returned with your application form.

CODES OF CONDUCT

Also enclosed in your application pack are the Institute's **Professional Code of Conduct** and **Use of Guide Badge Code**. One copy of each must be signed and returned with your application. Please retain a signed copy for your records.

Please note that your application **WILL NOT BE APPROVED** without signed copies of these.

PAYMENT METHODS

Direct Debit

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 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.

Your completed Direct Debit mandate needs to be received before the end of January. After this please pay Online via your bank – details below.

ONLINE PAYMENT via your bank:

Barclays Bank – Sort Code: 20 31 52 – Account number: 30673277

Quote your Institute membership number as a reference when making your online payment.