



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

QUALIFICATIONS

2 Tourist Board/Site Qualifications

Please supply copy evidence – certificates, photo cards, letters, badges etc. for each Tourist Board/Site 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.

REFERENCES

Enclosed in your application pack are **TWO** referee forms. Please pass these to two current 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.

CODE OF CONDUCT

Also enclosed in your application pack is the Institute's **Professional Code of Conduct**. One copy of this 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 a signed copy of this.

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.