****

**TOUR DIRECTOR APPLICATION FORM**

*There are nine parts in this application. You should read the document that accompanies this form before completing it.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***1. About You*** | | |  | | |  |  |
| Name | |  | | | | | |
| Date of Birth | |  | | | | | |
| Nationality | |  | Country of Residence | | | |  |
| Address | |  | | | | | |
|
|
| Phone | |  | | | | | |
| Mobile | |  | | | | | |
| Email | |  |  | |  | |  |
|  | |  |  | |  | |  |
| ***2. Your Availability*** *– we require at least 15 consecutive days in one of the following months :* | | | |  |  | |  |
| March |  | |  | |  | |  |
| April |  | |  | |  | |  |
| June |  | |  | |  | |  |
|  |  | |  | |  | |  |
| ***3. Languages*** *– you must speak English fluently* | | | | |  | |  |
| *Rate your level: native, very competent, conversational, basic,* | | | | | | | |
| French |  | | German | | |  |  |
| Italian |  | | Greek | | |  |  |
| Spanish |  | | Other | | |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***4. Qualifications***  ***4.1 Academic Background*** *– include the final subjects you studied* | | | |  |  |
| University/school/college attended | |  | | |  |
| Subject | |  | | |  |
| Class | |  | | |  |
| University/school/college attended | |  | | |  |
| Subject | |  | | |  |
| Class | |  | | |  |
| University/school/college attended | |  | | |  |
| ***4.3 Guiding Qualifications*** | | | | |  |
| Tour Leader Official Licence | | YES/NO.  Country of Issue: | | | |
| Local Guide Licence | | YES/NO  City: | | | |
| *4.2 Other Qualifications–* *include anything you think might be relevant. Some of our tours specialize in Sports, Performing Arts, Criminal Justice, and Literature so any related qualifications or training are useful.* | | | | | |
|  | | | | | | |
| ***5. Employment History*** *(please start with most recent)* | | | | | | |
|
| Date | Employer | | Job Description and responsibilities | | | |
|  |  | |  | | | |
|  |  | |  | | | |
|  |  | |  | | | |
|  |  | |  | | | |
|  |  | |  | | | |
|  |  | |  | | | |
|  |  | |  | | | |
|  |  | |  | | | |
|  |  | |  | | | |

## *6. Tell us something.*

* Some Tours benefit from TDs with particular interests, knowledge and expertise. Tell us what you’re interested in.
* What appeals to you about being a Tour Director? What do you think you’ll bring to the role of Tour Director?
* What is your definition of experiential learning?
* As a Tour Director how would you contribute to the educational experience of student travelers on tour?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***7. Knowledge***  Please rate your knowledge of the following, cities and regions.  1 - have lived/spent significant time there  2 - know it well  3 - have visited a few times training | | | | |
|  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **UK & IRELAND** |  |  |  |  |  |  |  |
| London |  | Edinburgh |  | Oxford |  | Dublin |  |
| **FRANCE** |  |  |  |  |  |  |  |
| Paris |  | Vimy region |  | Nice |  | Normandy |  |
| **BENELUX** |  |  |  |  |  |  |  |
| Amsterdam |  | Brussels |  | Ypres |  |  |  |
| **CENTRAL EUROPE** | |  |  |  |  |  |  |
| Berlin |  | Cologne |  | Heidelberg |  | Lucerne |  |
| Munich |  | Innsbruck |  | Vienna |  | Zurich |  |
| **ITALY** |  |  |  |  |  |  |  |
| Assisi |  | Verona |  | Capri |  | CinqueTerre |  |
| Florence |  | Milan |  | Sorrento |  | Pisa |  |
| Pompeii |  | Siena |  | Naples |  | Venice |  |
| Palermo |  | Catania |  | Como |  | Rome |  |
| **GREECE** |  |  |  |  |  |  |  |
| Athens |  | Cyclades |  | Delphi |  | Olympia |  |
| **SPAIN & PORTUGAL** | |  |  |  |  |  |  |
| Barcelona |  | Toledo |  | Madrid |  | Lisbon |  |
| **EASTERN EUROPE** | |  |  |  |  |  |  |
| Budapest |  | Krakow |  | Moscow |  | Prague |  |
| **SCANDANAVIA** |  |  |  |  |  |  |  |
| Copenhagen |  | Helsinki |  | Oslo |  | Stockholm |  |

Some of our tours benefit from a Tour Director with particular interests, knowledge or expertise. Please rate yourself using the following criteria.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 – very knowledgeable | | | | |
| 2 – fairly knowledgeable | | | | |
| 3 – basic knowledge | | | | |
| Italian History |  | Italian Arts/Literature |  | Theatre | |  | Criminal Justice |  |
| Food and Wines |  | Cathedrals and Religion |  | Architecture | |  | World War History |  |
| European Art |  | World War History |  | Classical / Choral Music | |  | Psychology |  |
| French History |  | European Art |  | British History | |  | Government & Politics |  |
| Other……… |  | …………………….. |  | …………………… | |  | ……………………….. |  |

How did you hear about us? (advert – where and when, another TD, web search, other…)

***8. References***

*Please give us the name of at least two referees; one must be either professional or academic. Applications with no references will be discarded. Referees will only be contacted after a successful interview or selection day.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Occupation |  | Occupation |  |
| Address |  | Address |  |
| Phone |  | Phone |  |
| Email |  | Email |  |

***9. Declaration***

“The information I have supplied on this Application Form is accurate and complete to the best of my knowledge. I understand that any false statement or significant omission by me on this form or hereafter may disqualify me as a candidate, and may be cause for immediate loss of work and/or withdrawal of offers of work if discovered at a later date. I hereby authorize EF to investigate and store the information I provide pursuant to this application, and understand that any offer of work is subject to acceptable reference(s).”

Your signature ……………………………………………………………………………….

Date ………………………………………………

EF Cultural Tours recruits and trains Tour Directors for EF Educational Tours across Europe. All information you provide pursuant to this application, including that given in this form, will be treated confidentially, and used only in the course of company business. Please note: EF reserves the right to request candidates to sign a personal declaration regarding previous criminal convictions. Any questions in this regard should be addressed to: Tour Director Department, EF Cultural Tours, Haldenstrasse 4, 6006 Lucerne, CH.

**Once completed this form should be returned with a passport photo to:**

[lino.belleggia@ef.com](mailto:lino.belleggia@ef.com)

[leonardo.sellani@ef.com](mailto:leonardo.sellani@ef.com)