



NOTES FOR APPLICANTS

PERSONAL DETAILS

1a) Telephone Contact Numbers

A maximum of two contact numbers may be listed, please mark T for Telephone, M for Mobile.

1b) E-mail Address

To receive Institute communications by e-mail, please list a current e-mail address that is checked often.

1c) Website Address (Optional)

QUALIFICATIONS

2 Institute Qualifications

Please supply evidence – certificates, photocards, letters, badges etc. for each Institute qualification and include dates. The Institute cannot list modular examinations or part passes of any course.

3) Institute Languages

The Institute requires Institute of Tourist Guiding Language Proficiency Test certificates for all non-first languages.

4) 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 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 by e-mail.

CODES OF CONDUCT

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

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

PAYMENT METHODS

ONLINE PAYMENT via your bank:

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

The Institute of Tourist Guiding

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

Coppergate House, 10 Whites Row, London E1 7NF t: 020 7680 7146 e: office@itg.org.uk w: www.itg.org.uk

Company Registration No: 4391794. Place of Registration: England and Wales. Registered Office: Coppergate House, 10 Whites Row, London E1 7NF